

Town of Stettler

COUNCIL MEETING
NOVEMBER 19, 2024
6:30 P.M.
BOARD ROOM



Town of
Stettler

Mission Statement



We will provide
a high quality of life
for our residents and visitors
through leadership
and the delivery
of effective, efficient
and affordable services
that are socially and
environmentally responsible.

TOWN OF STETTLER
REGULAR COUNCIL MEETING
TUESDAY, NOVEMBER 19, 2024
6:30 P.M.
AGENDA

1. Agenda Additions
2. Agenda Approval
3. Confirmation of Minutes
 - (a) Minutes of the Regular Council Meeting of November 5th 5-9
 - (b) Minutes of the Committee of the Whole Meeting of November 12th 10-11
4. Delegations
 - (a) 6:35 p.m. – Winnie Bissett, Ruby MacDonell, and Amanda Nelson – 2025 Heartland Youth Centre (HYC) Budget 12-17
 - (b) 6:50 p.m. – Rhonda O’Neill, Jane Skocdopole, and Barb Gano - Stettler Public Library 2025 Budget 18-20
5. **Citizen’s Forum**
6. Administration
 - (a) Memorandum – Request For Quotes - 2025 Community Flowers 21
 - (b) Memorandum – Tree Contractor – Elm Tree Trimming 22
 - (c) Memorandum – Town (Former Telus) Tower Budget Re-allocation 23
 - (d) Memorandum - Animal License Fees 24
 - (e) Memorandum - Business License Fees 25
 - (f) Request For Decision – Subdivision 2024-04 (SW-1-39-20 W4) 26-36
 - (g) Memorandum - Stettler & District Handibus Society 2025 Budget 37-41
 - (h) Memorandum – IT Budget Re-allocation 42-45
 - (i) Memorandum - 2024 Bad Debt Write-Off Summary 46-47
 - (j) October 2024 Interim Budget Summary 48-49

(k) October 2024 Capital Budget Summary	50-52
(l) 2024 Reserves	53-54
(m) October 2024 Bank Reconciliation	55
(n) CAO Reports	56-65
(o) Meeting Dates	
- Tuesday, December 3 – Council – 6:30 p.m.	
- Tuesday, December 10 – Interim Operating Budget Deliberations – 3:00 p.m.	
- Tuesday, December 10 – COW – 6:30 p.m.	
- Tuesday, December 17 – Council – 6:30 p.m.	
- Tuesday, January 7, 2025 – Council – 6:30 p.m.	
- Monday, January 13, 2025 – 2025 Strategic Planning Workshop – 2:00 p.m.	
- Tuesday, January 14, 2025 – COW – 4:30 p.m.	
(p) Accounts Payable in the amount of \$2,988,713.94 (\$66,078.10 + \$2,548.33 + \$6,226.29 + \$2,240,610.82 + \$661,208.29 + \$12,042.11)	66-79
7. <u>Council</u>	
(a) Meeting Reports	
8. <u>Minutes</u>	
(a) Municipal Planning Commission Meeting Minutes of November 14 th , 2024	80-82
9. <u>Public Hearings</u>	
10. <u>Bylaws</u>	
11. <u>Correspondence</u>	
12. <u>Items Added</u>	
13. <u>In-Camera Session</u>	
14. <u>Adjournment</u>	

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, NOVEMBER 5th, 2024 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS

Present: Mayor S. Nolls
Councillors K. Baker, C. Barros, G. Lawlor, W. Smith, & S. Pfeiffer
CAO L. Graham
Assistant CAO K. Hymers
Director of Operations M. Robbins
Development Officer A. Stormoen
Media (2)

Absent: T. Randell

Call to Order: Mayor Nolls called the meeting to order at 6:30 p.m.

1/2. Agenda Additions/Approval:

Motion 24:11:01 Moved by Councillor Lawlor to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. Confirmation of Minutes:

(a) Minutes of the Regular Meeting of Council held October 15th, 2024

Motion 24:11:02 Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on October 15th, 2024 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the October 15th, 2024 Minutes

None

4. Delegations: (a) 6:35 p.m. – Steve Davies and Jodi Chapman - Stettler and District Handibus Society – Letter and 2025 Budget Information

Mayor Nolls welcomed S. Davies and J. Chapman to the meeting.

S. Davies and J. Chapman provided Stettler and District Handibus Society – Letter and Budget information that the Town of Stettler Council accept the 2025 Operating Budget as presented, and further approve that a contribution to the Handibus Society in the amount of \$25,000 be included in the Town's 2025 Operating Budget.

Motion 24:11:03 Moved by Councillor Lawlor that the Town of Stettler Council take the Stettler and District Society – Letter and 2025 Budget Information request to the Committee of the Whole Meeting on November 12, 2024.

MOTION CARRIED
Unanimous

5. Citizen's Forum: (a) None

6. Administration: (a) Memorandum – County of Stettler - Cost Share Dust Control Request

Mayor Nolls welcomed Director of Operations M. Robbins to the meeting.

M. Robbins provided the County of Stettler Cost Share Dust Control Request to the Town of Stettler Council as presented.

Motion 24:11:04

Moved by Councillor Baker that the Town of Stettler Council request that an agreement be developed between the Town of Stettler and the County of Stettler to address all boundary roads and how any improvements, changes and cost sharing is handled moving forward, of which this current dust control request will be addressed.

MOTION CARRIED
Unanimous

M. Robbins left the meeting at 6:48 p.m.

(b) Heartland Beautification Committee - 2025 Budget

Assistant CAO K. Hymers provided the Heartland Beautification Committee 2025 Budget to the Town of Stettler Council to approve the amount of \$22,200 as presented.

The requested \$22,200 is consistent with previous years. This budget does not reflect the additional internal support from Town crews that are included in separate departmental budget and done on a project-by-project basis.

Motion 24:11:05

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the Heartland Beautification Committee 2025 Budget to approve the amount of \$22,200 as presented.

MOTION CARRIED
Unanimous

(c) Meeting Dates

- Tuesday, November 12 – COW – 4:30 p.m.
- Tuesday, November 19 – Council – 6:30 p.m.
- Tuesday, December 3 – Council – 6:30 p.m.
- **Tuesday, December 10 – Interim Operating Budget Deliberations – 3:00 p.m.**
- Tuesday, December 10 – COW – 6:30 p.m.
- Tuesday, December 17 – Council – 6:30 p.m.

(d) Accounts Payable in the amount of \$863,759.23 (\$82,818.27 + \$95,077.13 + \$73,076.50 + \$136,107.16 + \$103,555.52 + \$95,950.19 + \$35,312.00 + \$227,485.05 + \$14,377.41)

Councillor Pfeiffer abstained from voting on cheque #8168

Motion 24:11:06

Moved by Councillor Smith that the Accounts Payable in the amount of \$863,759.23 be paid as presented.

MOTION CARRIED

7. Council: Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

October 16 – Talk of the Town
October 16 – Economic Development Committee
October 18 – Physician Recruitment Meeting
October 18 – Visited Erskine Colony to talk to the students
at the school about being an elected official
October 18 – Signed cheques
October 22 – Dr. Kankam-Yeboah – Town tour and luncheon
October 23 – Picked up Dr. Aramide Lawai from the airport
in Calgary
October 23 – Talk of the Town
October 24 – Awards Gala
October 25 – Dr. Aramide Lawai Town tour and luncheon
October 28 – Drove Dr. Aramide Lawai to Calgary
October 28 – Talk of the Town
November 1 – Moderate panel at Clearview for Career Day
November 1 – Stettler & District Ambulance Association -
Emergency Meeting
November 4 – Met with Councillor Niburg and Councillor
Stevens at Heart Haven to discuss rooms,
and look at the rooms for doctors, nurses,
and paramedics
November 4 – No Stone Left Alone Ceremony

(b) Councillor Baker

October 18 – Municipal Planning Commission
October 21 – Stettler Board of Trade – Big Jack Classic

(c) Councillor Barros

October 18 – Municipal Planning Commission
October 24 – Heartland Beautification Committee

(d) Councillor Lawlor

October 16 – Economic Development Committee
October 17 – Stettler Library Board Meeting
October 18 – Municipal Planning Commission
October 24 – Stettler Board of Trade – Awards Gala
October 28 – Stettler Society for the Prevention of Family
Violence Proclamation Signing
October 28 – Heartland Youth Centre Pumpkin Carving
November 1 – Stettler & District Ambulance Association -
Emergency Meeting
November 1 – Clearview Career Day

(e) Councillor Pfeiffer

October 3 – Municipal Planning Commission
October 8 – Stettler Board of Trade Meeting
October 8 – Committee of the Whole Meeting
November 4 – No Stone Left Alone Ceremony

(f) Councillor Randell

Report to be given at a later date

(g) Councillor Smith

October 18 – Municipal Planning Commission
October 21 – Family and Community Support Services
October 24 – Heartland Beautification Committee

Motion 24:11:07

Moved by Councillor Barros that the Town of Stettler Council approve the Council Reports as presented.

MOTION CARRIED
Unanimous

8. Minutes:

- (a) Municipal Planning Commission Meeting Minutes – October 18th, 2024
- (b) Parks and Open Spaces Planning Committee Meeting Minutes – September 30th, 2024

Motion 24:11:08

Moved by Councillor Baker that the Town of Stettler Council accept the minutes items (a-b) for information as presented.

MOTION CARRIED
Unanimous

9. Public Hearing:

10. Bylaws:

- (a) Request for Decision - Bylaw 2175-24 – Rezoning/Land Use Bylaw Amendment – Hwy 12 & 70 Street

Mayor Nolls welcomed Development Officer A. Stormoen to the meeting.

A. Stormoen requested that Town of Stettler Council give 3rd reading to Bylaw 2175-24 to rezone Lot D, Block 1, Plan 4911RS and Lot B, Block 1, Plan 529MC from DC4.

Motion 24:11:09

Moved by Councillor Lawlor that the Town of Stettler Council give 3rd reading to Bylaw 2175-24 to rezone Lot D, Block 1, Plan 4911RS and Lot B, Block 1, Plan 529MC from DC4 as presented.

MOTION DEFEATED
Unanimous

- (b) Request for Decision - Bylaw 2178-24 – Rezoning/ Land Use Bylaw Amendment Application – Hwy 12 & 70 Street

A. Stormoen provided the Request for Decision – Bylaw 2178-24 – Rezoning/Land Use Bylaw Amendment Application – Hwy 12 & 70 to the Town of Stettler Council as presented.

Motion 24:11:10

Moved by Councillor Baker that the Town of Stettler Council give first reading to Bylaw 2178-24 as amended.

MOTION CARRIED
Unanimous

Mayor Nolls thanked A. Stormoen for her presentation.

A. Stormoen left the meeting at 7:05 p.m.

11. Correspondence:

- (a) Letter from Honourable Rebecca Schulz, Minister of Environment and Protected Areas – Water Sharing Agreement Signatory

(b) National Day for Truth & Reconciliation Card

Motion 24:11:11

Moved by Councillor Barros that the Town of Stettler Council accept the correspondence items (a-b) for information as presented.

MOTION CARRIED
Unanimous

12. Items Added:

13. In-Camera Session:

(a) Personnel Update – FOIP – Section 19(1) – Confidential Evaluations

Motion 24:11:12

Moved by Councillor Pfeiffer that the Town of Stettler Council enter an In-Camera Session with the CAO and Assistant CAO present.

MOTION CARRIED
Unanimous at 7:05 p.m.

Motion 24:11:13

Moved by Councillor Smith that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 7:30 p.m.

14. Adjournment:

Motion 24:11:14

Moved by Councillor Lawlor that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 7:30 p.m.

Mayor

Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
NOVEMBER 12, 2024

Present: Mayor S. Nolls

Councillors K. Baker, C. Barros, G. Lawlor, S. Pfeiffer, T. Randell & W. Smith

CAO L. Graham
Assistant CAO K. Hymers
Manager of Recreation & Culture B. Robbins

Media (0)

Call to Order: Mayor Nolls called the meeting to order at 4:30 p.m.

1. Agenda Additions/Deletions

2. Agenda Approval

Moved by Councillor Baker that the agenda be approved as presented.

MOTION CARRIED
Unanimous

3. Parks & Leisure Rental Rate Policy

Mayor Nolls welcomed Manager of Recreation & Culture B. Robbins to the meeting.

B. Robbins provided the Parks & Leisure Rental Rate Policy to the Town of Stettler Council for information as presented.

Committee advised B. Robbins that he should proceed with the Parks & Leisure Rental Rate Policy and the policy be brought forward to the Regular Council Meeting on December 17th, 2024.

Mayor Nolls thanked B. Robbins for his presentation.

B. Robbins left the meeting at 5:17 p.m.

4. Stettler and District Handibus Society – Letter and Budget Information

Assistant CAO K. Hymers presented Stettler and District Handibus Society – Letter and Budget Information to the Town of Stettler Council that was deferred from the Regular Council Meeting on November 5th, 2024 for further deliberations to accept for information as presented.

Committee advised Administration to gather more information and bring back to the next Regular Council Meeting on November 19th, 2024.

5. Memorandum – Council Agenda Items – Consent Agenda and Council Meeting Times

CAO L. Graham presented Memorandum – Council Agenda Items – Consent Agenda and Council Meeting Times to the Town of Stettler to accept the information as presented.

Committee advised L. Graham that she should proceed with the update and revisions with Bylaw 1746-96 to be brought forward to a future Regular Council Meeting.

Additions

6. Adjournment

7. Moved by Councillor Randell that the Committee of the Whole Meeting be adjourned.

MOTION CARRIED
Unanimous at 5:43 p.m.

Mayor

Assistant CAO

MEMORANDUM

To: Leann Graham, CAO

From: Kim Hymers, Asst. CAO

Date: November 19, 2024

Re: 6:35 p.m. – Winnie Bissett, Executive Director, Ruby MacDonell and Amanda Nelson –
2025 Heartland Youth Centre (HYC) Budget

Recommendation

That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2025 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$50,000 be included in the Town's 2025 Operating Budget.

Background Information

Heartland Youth Centre (HYC) Winnie Bissett, Executive Director will be in at 6:35 pm to present the 2025 HYC Budget to Council.

A copy of the Heartland Youth Centre (HYC) 2025 Budget and Cover letter is included in this report.

Financial Implications

2025 Budget - \$50,000

Actual

2024 - \$50,000
2023 - \$50,000
2022 - \$50,000
2021 - \$50,000
2020 - \$50,000
2019 - \$50,000
2018 - \$40,000
2017 - \$40,000
2016 - \$40,000
2015 - \$40,000
2014 - \$40,000
2013 - \$40,000
2012 - \$32,500
2011 - \$4,500
2010 - \$4,500
2009 - \$4,000
2008 - \$4,000

Alternatives to the Recommendation

- Substitute Another Amount –
That the Town of Stettler Council accept the Heartland Youth Centre (HYC) 2025 Operating Budget as presented, and further approves that a contribution to the HYC in the amount of \$_____ be included in the Town's 2025 Operating Budget.

Communication

- Leann Graham – CAO
- Winnie Bissett – HYC Executive Director

Documentation

- Copy of Stettler Heartland Youth Centre (HYC) 2025 Budget and background information



HEARTLAND YOUTH CENTER

5002 - 47 Street Box 876) Stettler AB T0C2L0
403-742-5437 (KIDS) www.heartlandyouthcenter.ca

November 6, 2024

Dear Mayor Nolls and Town Council,

The Heartland Youth Center Board of Directors and myself would like to extend our sincere gratitude to the Town Council for their support of our busy, youth serving organization. Enclosed is a copy of our 2025 budget; 2025 fundraising/revenue projections; and some program information.

2024 has been an interesting and challenging year for the Youth Center, starting with a name change to BGC Stettler – Heartland Youth Center.

As well, we recently went through an Operational Standards Review from Boys & Girls Clubs of Canada. This is a peer review that involves operational and governance policies; risk management and crisis response plans; as well as interviews of community partners, funders, members, volunteers and parents. The lead reviewer commented that of all the reviews she has participated in, she has never heard of such a consistent message of positive support and importance to the community as our Club demonstrates. She acknowledged that our transition of Big Brothers Big Sisters to mentoring within the Boys & Girls Club organization went well. Thank You to Town CEO Leann and Town Councillor Gord for participating in this review!

Currently we have 352 registered members ages 6-18, participating in one or more of the 22 programs offered through BGC Stettler- Heartland Youth Center. As mentioned last year, the mental, social, behavioral and financial needs of the members and their families has also increased. Thankfully we have been able to obtain some grants to help cover some portion of staffing and program costs to address some of these issues.

Our Board and myself continue to enhance and improve on our major fundraisers – the Awesome Auction and Bowl for Kids, as well as seeking out other funding opportunities. As you will see in our attached fundraising budget, our projections are conservative but ambitious!

If you have any questions regarding our budget please do not hesitate to contact me.

Sincerely,

Ruby MacDonell

Board Treasurer

hycstett@telus.net

Winnie Bissett

Executive Director

BGC STETTLER - HEARTLAND YOUTH CENTER BUDGET 2025

OPERATING EXPENSES	
Personnel	\$360 907
Program (program supplies; bus costs; volunteers, staff training)	44 250
Admin (BGC fees, audit, CRM fees, office, WCB)	24 100
Facility (utilities, maintenance, all insurance)	31 500
Total	\$460 757
PROGRAM REVENUE	
Summer Student grants	8 400
Program/membership fees	34 000
Town of Stettler	50 000
Casino funds (utilities)	15 000
GST rebate	1 000
Total	108 400
Deficit – Operating budget	\$352 357
2025 Projected fundraising	\$187 100
Overall deficit will continue to apply for grants	\$165 257

BGC Stettler - HYC revenue/ projections 2023-2025				
	2023 Actual (net)	2024 Budget	2024 Oct.net	2025 budget
AWESOME AUCTION	\$ 97,334.00	\$ 65,000.00	\$ 81,829.00	\$ 65,000.00
BOWL FOR KIDS	\$ 23,789.00	\$ 15,000.00	\$ 25,402.00	\$ 18,000.00
RENTALS	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
UNITED WAY	\$ 7,667.00			
BGC GRANTS/OTHER GRANTS	\$ 206,549.00	\$65,000.00	\$ 93,186.00	\$ 65,000.00
GENERAL/MEMORIAL DONATIONS	\$ 14,244.00	\$ 6,500.00	\$ 8,136.00	\$ 6,500.00
CORPORATE DONATIONS	\$ 2,750.00	\$5,500.00	\$ 2,350.00	\$ 5,500.00
SPECIAL EVENTS/MISC van sale*	\$ 2,694.00	\$2,000.00	\$ 14,326.00	\$ 2,500.00
Landlord/ Bus sponsor	\$ 12,000.00	\$ 10,500.00	\$ 8,500.00	\$ 13,500.00
Interest/ Invest income	\$ 5,860.00	\$ 5,000.00	\$ 10,438.00	\$ 7,500.00
Casino 2023/ Cash raffle// Imper 50/50	\$ 10,049.00	\$ 2,000.00	\$ 3,268.00	\$ 3,200.00
TOTAL FUNDRAISING	\$ 383,336.00	\$ 176,900.00	\$ 247,835.00	\$ 187,100.00
OTHER				
Operating Revenue (program fees, Town cont., student grants, applied casino funds)	\$ 86,285.00	\$ 118,200.00	\$ 96,090.00	\$ 108,400.00
Total of all income	\$ 469,621.00	\$ 295,100.00	\$ 343,925.00	\$ 295,500.00
Notes:				
2023	north end downspouts/drainage; photocopier			
2024	floor scrubber			
2025	interior painting / gamesroom flooring out-parging			

Notes :2024 Spec evts inc sale of van

Oct 2024 italics not final figure

Adult Volunteer Opportunities

Screening required. Training Provided.

- ✔ **Lead or assist with a program**
- ✔ **Mentor a child: 1-2 hours per week**
- ✔ **Join our Board of Directors:**
- ✔ **Monthly meetings Sept - June**
- ✔ **Students - earn volunteer hours for school admission, work experience, or complete practicum placements**

Volunteers supervised by staff at all times - no screening required.

- ✔ **Be a guest - lead an activity**
- ✔ **Help with fundraisers or special events**
- ✔ **Facility maintenance**

Donations

Monetary donations & gifts in kind are graciously accepted.

Charitable #877840348RR0001
Contact us for more information

HYC Memberships

All children and youth are required to complete an online form as part of registration. A \$20 membership fee per child will be added for most programs, or the fee may be subsidized.

Transportation

HYC offers transportation to our programs after school from in-town schools. Flat fee of \$40 per year for 6 - 11 years in after school programs (Subsidies available). Free for 12 - 18 years.

HYC Subsidies

No child will be turned away for lack of funds. Families can access subsidies and/or fees may be waived. Just ask us!

Our Mission

To develop and nurture the life skills of youth through community based programming with the support of families and volunteers.

Our Core Values

- **BELONGING**
- **RESPECT**
- **ENCOURAGEMENT & SUPPORT**
- **WORKING TOGETHER**
- **SPEAKING OUT**

REGISTER FOR PROGRAMS AT:

<https://online.traxsolutions.com/bgccan/main#/dashboard>

OR SCAN THE QR CODE BELOW



HEARTLAND YOUTH CENTER

403-742-KIDS (5437)

www.heartlandyouthcenter.ca

Follow us on Facebook & Instagram for updates

**Box 876
5002 - 49 Street
Stettler, AB T0C2L0**

BGC STETTLER - HEARTLAND YOUTH CENTER



SCHOOL YEAR PROGRAMS 2024 - 2025

WWW.HEARTLANDYOUTHCENTER.CA



Programs for 6 - 12 years

DROP IN

Supervised play in our games room, gym, computer room and backyard in a safe, inclusive, and fun environment. Snack provided. Jump into weekly themed activities: Craft Corner, Tale Spinners (reading & drama), Out & About (outdoors), Fit Fun (movement & sports) For 6 - 12 years. After school until 6pm

Mondays, October 7, 2024 - June 9, 2025

- \$40 per school year

Fridays, October 4, 2024 - June 13, 2025

- \$40 per school year

KID POWER

Build friendship skills through structured games, crafts, theme days and in-town trips. Snack provided. For 6 - 8 years

Wednesdays 3:30 - 6pm

October 2, 2024 - June 11, 2025

- \$40 per school year

KID FOOD NATION

Develop cooking skills, eat great food, learn about nutrition and food safety.

For 8 - 12 years.

Wednesdays 3:30 - 6pm

Session 1: October 2 - December 18, 2024

Session 2: January 8 - March 19, 2025

Session 3: April 2- June 11, 2025

- \$30 per session (Limit of 1 session per year)

ART ATTACK

Explore art through creativity, guest artists, and a variety of mediums & styles. For 6 - 11 years.

Thursdays 3:30 - 6pm

Session 1: October 3 - December 19, 2024

Session 2: January 9 - March 20, 2025

Session 3: April 3 - June 12, 2025

- \$30 per session (Limit of 1 session per year)



Programs for 12 - 18 years

KEYSTONE CLUB

Develop leadership skills through teamwork & community volunteerism. For 14 - 18 years.

Tuesdays 3:30 - 6pm

September 24, 2024 - June 10, 2025

- FREE program

TORCH CLUB

Develop leadership skills through teamwork & community volunteerism. For 11 - 14 years.

Tuesdays 3:30 - 6pm

September 24, 2024 - June 10, 2025

- FREE program

BOUNCE BACK

An inclusive and fun program to build mental wellness & resilience through movement & physical activity. Try a new activity each week. No equipment, prior physical activity level, or skill required. For 11 - 18 years.

Wednesdays 3:30 - 6pm

Female+ Session: November 6 - December 18, 2024

Male+ Session: January 8 - February 26, 2025

- \$30 per session

TEEN DROP IN

Hang out with friends & our supportive staff.

Open use of gym, games room & backyard.

Cooking, computers, play pool, arcade games & more. Snack provided. For 12 - 18 years.

Thursdays 3:30 - 6:00pm

October 3, 2024 - June 12, 2025

- FREE program & transportation



Additional Programs

LEAD UP

Youth volunteer after school & at special events, in a group setting to build job skills, work experience & confidence. Choose days to fit your schedule. Training & supervision provided. References & scholarship opportunities.

For 13 - 18 years. October - June. FREE program

COMMUNITY BOYS GROUP

Activities & experiences to provide male mentoring opportunities for 6 - 16 year old males in a group setting. 1st & 3rd Thursdays of the month. September - June. Times vary.

FREE program

MENTORING

Mentors (adults or teens Grade 9+) are matched with mentees (6 - 18 years) at the club or school to enhance confidence & build potential through relationships. Supervision provided. FREE program.

Mentor Matches: Adults or teen mentors are matched with a child mentee based on common interests. Meet 1-3 hours/week in school or club.

Group Mentoring: Teens (Grade 9-12) meet in groups with children (6-12 years). Adult facilitators supervise and provide activities.

- WEH: Tuesdays during TA, late Sept - June
- CKCS: Date & Time TBA Sept - June

RAINBOWS

For children 6 - 14 years, who suffered a loss by death, divorce or other transition. Trained facilitators lead small groups in school to talk about their feelings of loss & help them understand their situation. November - May FREE program

HOLIDAY PROGRAMS

Day camps or teen trips are offered on most school days off. Ask us for details. We are closed on statutory holidays.



REGISTER FOR PROGRAMS AT:

<https://online.traxsolutions.com/bgccan/main#/dashboard>

MEMORANDUM

To: Leann Graham, CAO

From: Kim Hymers, Asst. CAO

Date: November 19, 2024

Re Rhonda O’Neill, Library Manager and Jane Skocdopole, Board Chair - Stettler Public Library – 2025 Budget

Recommendation

That the Town of Stettler Council approve the Stettler Public Library 2025 Operating Budget as presented with a Town contribution in the amount of \$255,598.00

Background Information

Rhonda O’Neill, Library Manager and Jane Skocdopole, Board Chair of the Stettler Public Library will be in present the Stettler Public Library 2025 Budget to Council.

Financial Implications

2025 Budget - \$255,598 (2024 - \$251,766 - \$3832 (0.015%) difference)

Town of Stettler							
Stettler Public Library 2025 Requisition							
Library Budget	2021	2022	2023	2024	2025	2026	2027
<u>Revenue</u>							
Donations / Fundraising	\$16,033.00	\$23,333.00	\$28,000.00	\$24,000.00	\$28,500.00	\$28,500.00	\$28,500.00
Fundraising							
Grants	\$82,742.00	\$85,727.00	\$83,742.00	\$97,681.00	\$100,154.00	\$100,154.00	\$100,154.00
Other Revenue	\$30,750.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
Sales and Service	\$4,300.00	\$5,077.32	\$4,788.00	\$6,990.00	\$10,590.00	\$10,590.00	\$10,590.00
Total Revenue before Requisitions	\$133,825.00	\$115,137.32	\$117,530.00	\$129,671.00	\$139,244.00	\$139,244.00	\$139,244.00
<u>Requisitions</u>							
Town of Stettler - 65%	\$238,491.73	\$250,116.69	\$251,766.00	\$251,778.80	\$255,610.55	\$258,253.64	\$258,253.64
County of Stettler - 35%	\$128,418.62	\$134,678.22	\$135,586.00	\$135,573.20	\$137,636.45	\$139,059.65	\$139,059.65
Total Revenue	\$500,735.35	\$499,932.22	\$504,882.00	\$517,023.00	\$532,491.00	\$536,557.29	\$536,557.29
<u>Expenses</u>							
Board Expenses	\$3,300.00	\$2,100.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00
Equipment	\$16,500.00	\$14,700.00	\$14,700.00	\$14,400.00	\$14,400.00	\$14,400.00	\$14,400.00
Fundraising	\$2,000.00	\$4,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Library Expenses	\$32,600.00	\$31,800.00	\$31,500.00	\$32,527.00	\$35,900.00	\$35,900.00	\$35,900.00
Office / Maintenance	\$62,700.00	\$62,700.00	\$62,500.00	\$62,124.00	\$61,074.00	\$61,074.00	\$61,074.00
Audit / Bank	\$1,700.00	\$4,000.00	\$1,700.00	\$1,600.00	\$3,700.00	\$3,700.00	\$3,700.00
Requisitions Payable	\$5,912.00	\$5,912.00	\$5,912.00	\$6,189.00	\$6,188.00	\$6,188.00	\$6,188.00
Staff Expenses	\$9,250.00	\$9,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff remuneration	\$366,773.35	\$365,470.22	\$383,970.00	\$395,583.00	\$406,629.00	\$410,695.29	\$414,802.24
Total Expenses	\$500,735.35	\$499,932.22	\$504,882.00	\$517,023.00	\$532,491.00	\$536,557.29	\$540,664.24
Total Revenue before Requisitions	\$133,825.00	\$115,137.32	\$117,530.00	\$129,671.00	\$139,244.00	\$139,244.00	\$139,244.00
<u>Total Requisition</u>							
Town of Stettler - 65%	\$238,491.73	\$250,116.69	\$251,766.00	\$251,778.80	\$255,610.55	\$258,253.64	\$258,253.64
County of Stettler - 35%	\$128,418.62	\$134,678.22	\$135,586.00	\$135,573.20	\$137,636.45	\$139,059.65	\$139,059.65
Percentage Increase	-4.67%	4.87%	0.66%	0.01%	1.52%	1.03%	0.00%
	-\$11,689.96	\$11,624.96	\$1,649.32	\$12.80	\$3,831.75	\$2,643.09	\$0.00

Actual

2024 - \$251,779
2023 - \$251,766
2022 - \$250,117
2021 - \$238,491
2020 - \$250,182
2019 - \$245,702
2018 - \$237,244
2017 - \$231,334
2016 - \$232,962
2015 - \$219,056
2014 - \$197,167

Communication

- Leann Graham – CAO
- Rhonda O’Neill, Library Manager - Stettler Public Library

Documentation

- Copy of Stettler Public Library 2024 Budget and background information

Stettler Public Library Budget 2025

	2024 Budget	2025 Budget
REVENUE		
Donations / Fundraising	\$24,000.00	\$28,500.00
Grants	\$97,681.00	\$100,154.00
Sales, Services and other	\$7,990.00	\$10,590.00
Requisitions		
Town of Stettler	\$251,766.00	\$255,598.00
County of Stettler	\$135,586.00	\$137,649.00
TOTAL REVENUE	\$517,023.00	\$532,491.00
EXPENSES		
Board Expenses	\$2,600.00	\$2,600.00
Equipment	\$14,400.00	\$14,400.00
Fundraising Expenses	\$2,000.00	\$2,000.00
Library Materials and Programming	\$32,527.00	\$35,900.00
Office & Maintenance	\$62,124.00	\$61,074.00
Audit & Bank Fees	\$1,600.00	\$3,700.00
Requisitions Payable	\$6,189.00	\$6,188.00
Staff Wages and Expenses	\$395,583.00	\$406,629.00
TOTAL EXPENSES	\$517,023.00	\$532,491.00

MEMORANDUM

Date: November 12, 2024

To: Leann Graham
CAO

From: Brad Robbins
Manager, Recreation and Culture

CC: Desirae Perry
Parks and Leisure Foreman

Re: 2025 Community Flowers

Background:

As part of the operating budget, the community flowers are purchased on an annual basis from an area greenhouse. Community flowers include Main Street raised beds, hanging baskets, heart shape bed, West Stettler Park entrances as well as many other areas of the Town of Stettler.

Companies through the RFP require confirmation in the fall of order to ensure product availability based on volume to fill the RFP.

Summary of RFP's received via email on November 1, 2024

The RFP was sent via email on October 3, 2024 with a follow up phone call to 3 local greenhouses. Two (2) proposals were received for the project as follows:

Howes Greenhouse	\$10,287.00
Echoglen Gardens	\$12,278.25

Proposal pricing above does not include GST.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the RFP of the 2025 Community Flowers to Howe's Greenhouse with funding coming from the 2025 operating budget.

MEMORANDUM

Date: November 15, 2024

To: Leann Graham
CAO

From: Brad Robbins
Manager, Recreation and Culture

CC: Desirae Perry
Parks and Leisure Foreman

Re: Elm Tree Trimming

Background:

As part of the operating budget, traditionally there is a budget line to hire a contractor to assist with tree trimming. As part of the 2024 Operating Budget, \$13,000 has been budgeted for the hiring of a tree contractor.

Currently, there is a listing of approximately 70 problematic elm trees that are broken, damaged or dangerous that require trimming. Elm trees can only be trimmed seasonally, between October 1 and March 31 due to the risk of the Dutch Elm beetle causing Dutch Elm disease.

Summary of RFQ's received via email

The RFQ was proposed via phone and a brief meeting on November 8, 2024. Three (3) proposals were received for the project as follows:

Razors Edge Tree Services	\$10,450.00
Bucks Tree Service	\$3000/day
JJs Tree Service/Contracting	\$150/hour plus the use of Town staff, chipper and truck

Proposal pricing above does not include GST.

Recommendation:

Administration respectfully recommends that Town of Stettler Council award the RFQ to Razor's Edge Tree Services Ltd. with funding coming from the 2024 operating budget.

MEMORANDUM

To: Leann Graham, CAO
From: Angela Stormoen, Development Officer
Date: November 15, 2024
Re: Town Communication Tower PM, Equipment Removal & Engineer Report

Background

Town of Stettler administration has been in conversation with a communication service provider who is in search of lease space on an existing tower. After review of the Town owned communication tower at 5202 – 51A Avenue, it was determined the following work would be required to determine if lease space would be available and to ensure the tower remains in operating condition:

- Preventative Maintenance
- Removing any inactive equipment
- Engineer Report for Structural Integrity

Total cost for above work: \$18,320.00 + GST

Evaluation

Due to the extra cost to determine the capacity of the tower for lease space, the cost is over the usual maintenance budget. There is an unspent operating budget available in the planning account that is not required for operations this year that will cover the costs of the above-mentioned work.

Re-allocate:

Municipal Planning – Contracted Planning – 2-61-02-00-00-239 \$10,000.00

To

Planning & Development – Miscellaneous Engineering – 2-61-01-00-00-239

Recommendation

Administration respectfully recommends that Town of Stettler Council approve the reallocation as presented and direct administration to adjust the 2024 operating budget accordingly.

MEMORANDUM

To: Kim Hymers
From: Angela Stormoen
Prepared By: Elysa Denilla
Date: November 19, 2024
Re: Dog & Cat License Fees for 2025

Background

Town administration has conducted a review of our existing Dog & Cat Licenses and Rates. The Dog Bylaw 2050-14 & Cat Bylaw 2049-14 were passed in March of 2014; the license fees did not change from the previous bylaw. Below is the number of Dog and Cat licenses currently registered as well as the potential revenue for 2025:

Animal Type	Number of 2022 Licenses	Number of 2023 Licenses	Number of 2024 Licenses	Potential Revenue 2025 (based on 2024 licenses)
DOG – Unaltered	62	74	50	\$20,575.00
DOG – Altered	664	694	723	
CAT – Unaltered	1	0	3	\$7,875.00
CAT – Altered	272	309	309	
TOTAL	999	1,077	1,085	\$28,450.00

In reviewing Dog Bylaw 2050-14 & Cat Bylaw 2049-14 license rates, administration compared the rates to those of other municipalities similar in population size:

	Dog Unaltered	Dog Altered	Cat Unaltered	Cat Altered	Replacement Tag	Discount Rate
Bonnyville	\$65.00	\$20.00	\$50.00	\$10.00	\$5.00	n/a
Vermilion	\$55.00	\$25.00	\$55.00	\$25.00	\$10.00	n/a
St. Paul	\$20.00	\$10.00	\$20.00	\$10.00	\$5.00	n/a
Innisfail	\$50.00	\$30.00	\$50.00	\$30.00	\$10.00	\$10.00 off*
Blackfalds	\$60.00	\$45.00	\$60.00	\$45.00	\$6.00	\$30.00 off**
AVERAGE	\$50.00	\$26.00	\$47.00	\$24.00	\$7.20	\$8.00
Stettler	\$50.00	\$25.00	\$50.00	\$25.00	\$10.00	\$10.00 off*

*Discount rate is from December 1 - January 31

**Discount rate is from January 1 - January 31

Recommendation

That Town Council set the 2025 Dog & Cat License fees at the same rate as 2024:

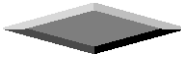
- \$25 for an altered dog or cat
- \$50 for an unaltered dog or cat
- \$10 for a replacement tag
- \$10 discount between December 1 – January 31

Alternatives

That Town Council increase or decrease the Dog & Cat License fees for 2025.

MEMORANDUM

To: Kim Hymers
From: Angela Stormoen
Prepared By: Elysa Denilla
Date: November 19, 2024
Re: Business License Fees 2025



Background

Each year Town of Stettler Council sets the Business License Fees for the upcoming year; administration has conducted a review of our existing Business Licenses and the Business License Bylaw 1807-99. As of November 12, 2024, we have the following number of Active Business Licenses:

Business Type	Number Of Licenses			Potential 2025 Revenue
	2022	2023	2024	
Resident (Rate \$150/year):				*Based on 2024 Licenses
Commercial	445	458	467	\$70,050.00
Home Occupation	46	46	49	\$7,350.00
Non- Resident (Rate \$350/year)	62	62	61	\$21,350.00
TOTAL	553	566	577	\$98,750.00

In reviewing the Business License Bylaw 1807-99 our existing rates for 'resident' businesses and 'non-resident' businesses were compared to those of other municipalities in Alberta. The following table illustrates this comparison:

Municipality	Resident Fee	Non-Resident Fee
Ponoka	\$100.00	\$250.00
Lacombe	\$147.00	\$412.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$100.00	\$250.00
Olds	\$125.00	\$225.00
Wainwright	\$100.00	\$200.00
Red Deer	\$122.90	\$477.85
Camrose	\$173.25	\$347.50
Peace River	\$150.00	\$300.00
AVERAGE	\$131.82	\$306.24
Town of Stettler	\$150.00	\$350.00

The last change to the Business License Bylaw 1807-99 was in November 2013 (Bylaw 2044-13), which increased the business license fees from \$325.00 to \$350.00 for 'non-resident' and from \$125.00 to \$150.00 for 'resident' businesses.

Recommendation

That Town Council set the 2025 Business License fees as the same rate as 2024, \$150.00 for a Resident License and \$350.00 for a Non-Resident License.



Request For Subdivision

Agenda Item:

Issue:

Applicant: Woodbury Commercial Ltd.
Subdivision Applicant: #2024-04
Legal: SW-1-39-20-W4M
Civic: 4905 – 82 Street
Proposed Subdivision: Create Two (2) Urban Reserve Parcels (~3.5 acres and ~140 acres)

Recommendation:

That the application for a two (2) parcel subdivision as shown on the Tentative Plan has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulations and having considered adjacent landowner(s) submissions, it is recommended that the application be approved as per Tentative Plan for the following reasons:

1. That the application is consistent with Section 7 of the Subdivision and Development Regulations;
2. The application is consistent with the policies of the Intermunicipal Development Plan;
3. The application is consistent with the policies of the Municipal Development Plan; and
4. The application is consistent with the Town of Stettler Land Use Bylaw 2060-15.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1) (d) of the Municipal Government Act.

Notes:

Any existing instruments on the land title in favor of the users of lease roads, pipelines or other oil and gas facilities or other infrastructure shall be carried forward to the land title of the proposed parcel.

IMPLICATIONS OF RECOMMENDATION

General:

The applicant is proposing to subdivide the above-mentioned lot to create two (2) individual lots for the sale of the existing dwelling and shop on the northwest corner of the parcel.

The parcel of land does not currently have an area structure plan, however, the proposed subdivision is conforming with the proposed future plan for the lands. Comments back from Transportation and Economic Corridors included an inquiry regarding the future service road in the area. Administration advised the future plan for a service road would

be along the south side of the proposed parcel connecting the existing gravel road along the west side of the parcel, further, connecting to the existing service road to the east accessing Hwy 12. A service road in this location would allow parcels on the north side, direct highway frontage and the service road would benefit servicing parcels on the north and south side of the road.

Further, comments back from the County of Stettler included concerns with the size of parcel for residential use as per the attached letter. The Intermunicipal Development Plan currently states:

Unless otherwise agreed to by the Town and the County, residential development in the Town's growth area will be urban lots of a maximum size of one acre. Lot sizes above one acre may be allowed only if both municipalities agree that exceptional circumstances or site conditions warrant a larger size.

As the parcel is zoned Urban Reserve and the buildings exist, the parcel is not considered a residential development and remains consistent with the future development of the land to eventually transition to Commercial zoning. The Town and County are currently reviewing the IDP and discussions include the above policy where the Town has agreed to lower density residential development in the County, provided the municipal servicing/development standards are equivalent for both municipalities.

BACKGROUND

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the:
Town of Stettler Land Use Bylaw 2060-15.
The Town of Stettler Municipal Development Plan.
The Town and County Intermunicipal Development Plan

Technical Review:

External Agencies:

Apex Utilities – No Objections

Atco Electric – No Objections

County of Stettler – No Objections (See attached letter)

Transportation and Economic Corridors – Inquiry regarding road requirement along parcel frontage. Confirmed proposed service road to be along south side of proposed parcel.

Adjacent Landowners:

Notice circulated October 24, 2024

No response received

Technical Considerations (as per application):

Topography – flat

Soil Characteristics – Sandy/Clay

Storm Water Collection and Disposal – N/A

Accessibility to Road – 82 Street (West Gravel Road to Hwy 12)

Water supply, sewage and solid waste disposal – N/A

The use of the land in the vicinity of the site – Highway Commercial (C2) and Urban Reserve (UR – Farming)

Alternatives:

Defeat the application, stating reasons

Author:

Angela Stormoen, Development Officer

Town of Stettler

SCHEDULE 1 FORM A

<p>APPLICATION FOR SUBDIVISION APPROVAL</p> <p><input checked="" type="checkbox"/> By plan of subdivision <input type="checkbox"/> By other instrument Tick whichever applies</p>	FOR OFFICE USE ONLY	
	DATE of receipt of Form A as completed	FILE No.
	Fees submitted:	Receipt No.

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THE SUBJECT OF THE APPLICATION OR BY AN AUTHORIZED PERSON ACTING ON HIS BEHALF

1. Name of Registered owner of land to be subdivided Address and Phone No. 64 CHRISTIE CAIRN SQ S.W
CALGARY AB T3H 2Z2
403 803-4205
WOODBURY COMMERCIAL LTD.
Name in block capitals

2. Authorized person acting on behalf of registered owner Address and Phone No.
AS ABOVE
BRENT HEFFNER
Name in block capitals

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED
 All / part of the SW ¼ sec. 1 twp. 39 range 20 west of 4 meridian
 Being all/parts of lot _____ block _____ Reg. Plan No. _____ C.O.T. No. _____
 Area of the above parcel of land to be subdivided 151.21 ACRES (INCL WITH ± 2.5 ACRES HUNGSTEAD)

4. LOCATION OF LAND TO BE SUBDIVIDED ✓

a. The land is situated in the municipality of the Town of Stettler, or _____

b. Is the land situated immediately adjacent to the municipal boundary? Yes No _____
 If "yes" the adjoining municipality is COUNTY OF STETTLER

c. Is the land situated within 0.5 miles of the right-of-way of a Highway? Yes No _____
 If "yes", the Highway is No. 12 the Secondary Road is No. _____

d. Is the land situated within 0.5 miles of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch? Yes No _____
 If "yes", state its name SHUCKBERG SLOUGH

e. Is the proposed parcel within 1.5 km of a sour gas facility? Yes _____ No

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
 Describe:

a. Existing use of land RESIDENCE & AGRICULTURE

b. Proposed use of the land RESIDENCE & AGRICULTURE

c. The existing designated use of the land as classified under a land use bylaw or a zoning bylaw URBAN RESERVE

d. The long term designated use of the land if different from "c." _____

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) FLAT WITH ACCESS OFF HIGHWAY #12

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc – sloughs, creeks, etc.)
YARD IS TREED AND LAWN. BALANCE OF QTR IS HAY LAND AND PASTURE.

7. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED.
 Describe any building, historical or otherwise, and any structures on the land and whether they are to be retained, demolished or removed:

Town of Stettler

SCHEDULE 1 FORM A

APPLICATION FOR SUBDIVISION APPROVAL <input type="checkbox"/> By plan of subdivision <input type="checkbox"/> By other instrument Tick whichever applies	FOR OFFICE USE ONLY	
	DATE of receipt of Form A as completed	FILE No.
	Fees submitted:	Receipt No.

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THE SUBJECT OF THE APPLICATION OR BY AN AUTHORIZED PERSON ACTING ON HIS BEHALF

1. Name of Registered owner of land to be subdivided _____ Address and Phone No. _____

Name in block capitals

2. Authorized person acting on behalf of registered owner _____ Address and Phone No. _____

Name in block capitals

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED
 All / part of the _____ ¼ sec. _____ twp. _____ range _____ west of _____ meridian
 Being all/parts of lot _____ block _____ Reg. Plan No. _____ C.O.T. No. _____
 Area of the above parcel of land to be subdivided _____

4. LOCATION OF LAND TO BE SUBDIVIDED:

a. The land is situated in the municipality of the Town of Stettler, or _____

b. Is the land situated immediately adjacent to the municipal boundary? Yes _____ No _____
 If "yes" the adjoining municipality is _____

c. Is the land situated within 0.5 miles of the right-of-way of a Highway? Yes _____ No _____
 If "yes", the Highway is No. _____ the Secondary Road is No. _____

d. Is the land situated within 0.5 miles of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch? Yes _____ No _____
 If "yes", state its name _____

e. Is the proposed parcel within 1.5 km of a sour gas facility? Yes _____ No _____

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
 Describe:

a. Existing use of land _____

b. Proposed use of the land _____

c. The existing designated use of the land as classified under a land use bylaw or a zoning bylaw _____

d. The long term designated use of the land if different from "c." _____

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) _____

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc – sloughs, creeks, etc.) _____

7. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED.
 Describe any building, historical or otherwise, and any structures on the land and whether they are to be retained, demolished or removed:
Retaining existing house + barn in parcel.

8. WATER AND SEWER SERVICES
 If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal
Well + Septic field.

9. REGISTERED OWNER OR PERSON ACTING ON HIS BEHALF
 I, Brent Hepfner herby certify that I: am the registered owner
(Full name in block capitals) am authorized to act on behalf of the registered owner
 and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to his/her application for subdivision approval.

Address 64 Christie Cairn SQ. S.W. Signature [Signature]
 Phone No. Calgary, AB T3H 2E2 Date Nov 17, 2023
403 803 4205

10. FURTHER RELEVANT INFORMATION REQUIRED (Pursuant to Section 4(5) Part 1 of the Subdivision and Development Regulation:

a. Proposed land use classification (if amendment required)

b. Total number of parcels being created 1 PLUS REMAINDER

c. Size of parcel being created 2.5 ACRES ± IN HOMESTEAD

d. Proposed use and size (acres) of remaining lands in title AGRICULTURE 149 ACRES

e. Proposed disposition of reserves: (Please indicate your preference)

Land dedication (location and areas to be shown on sketch)

Cash-in-lieu (see note)

Deferment (by caveat)

Not applicable (eg: existing title less than two acres, first parcel out of quarter section, reserves previously provided)

NOTE: In the event that the Subdivision Approving Authority (Stettler Town Council) rules in favour of taking money in place of municipal and school reserve or any of them, the registered owner will be notified by the authority to provide, at the owner's expense, appraisal of the land referred to in the subdivision application.

11. RIGHT OF ENTRY

The Current Government regulations require that land characteristics be taken into account when subdivision applications are dealt with. A visual inspection of the area proposed for subdivision is necessary to determine these characteristics. As the owner, or person in possession of the land proposed for subdivision, please indicate, below, your views regarding an authorized person of the Town of Stettler Subdivision Approving Authority entering upon your land to carry out a visual inspection.

I am in favour of an inspection of the property

or

I am opposed to an inspection of the property

12. PLEASE INDICATE

If the land that is the subject of the subdivision application is situated within 1,000 feet of land which is used or authorized for use as


	YES	NO
a. A landfill for the disposal of garbage refuse, or	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. A sewage treatment plant or a sewage lagoon, or	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. A livestock feeding lot	<input type="checkbox"/>	<input checked="" type="checkbox"/>

13. AUTHORIZATION

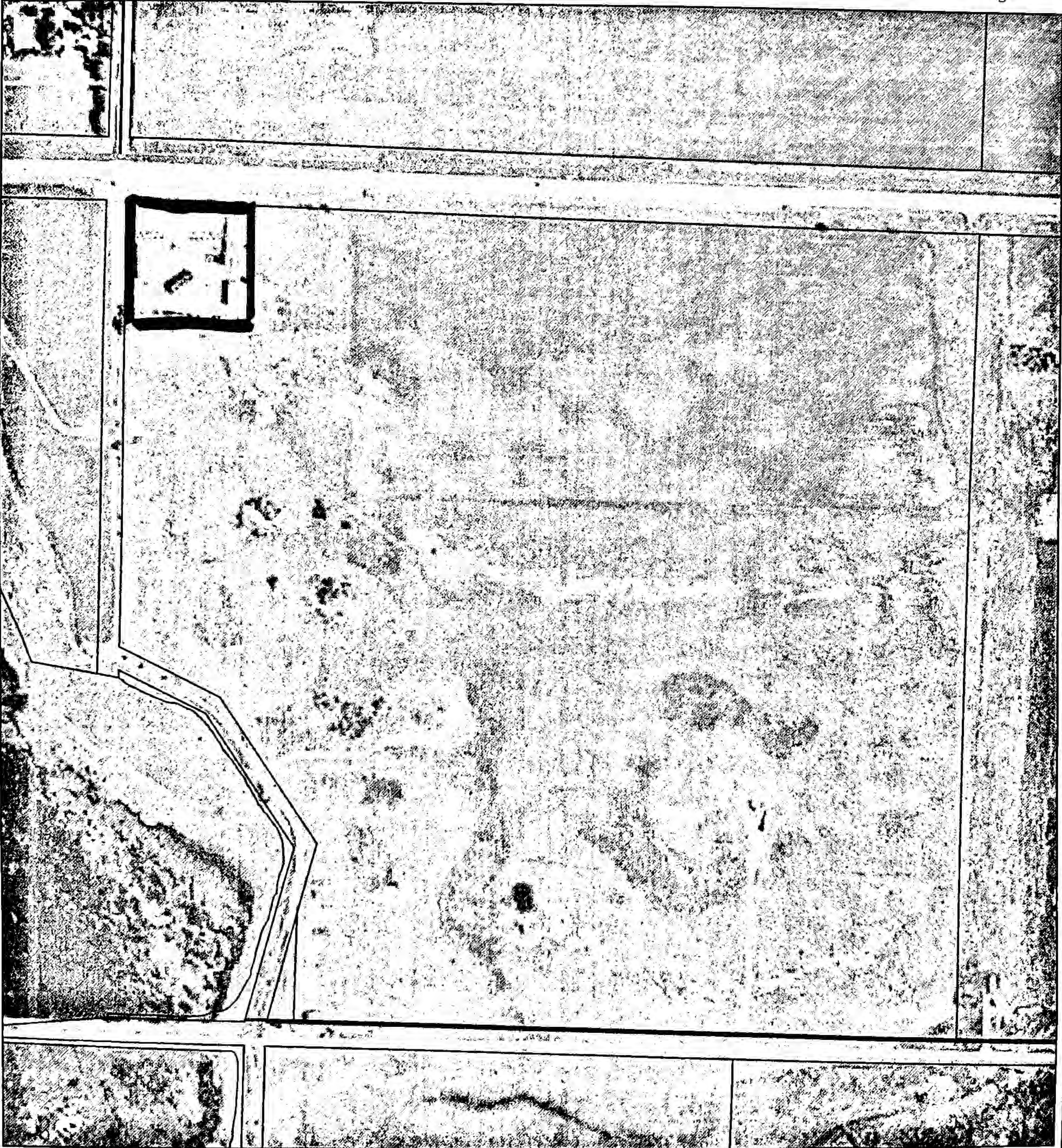
If applicable, to act on behalf of the registered owner:

I (We) hereby authorize BRENT HEPFNER

to act on my (our) behalf on matters pertaining to this application for subdivision.


Signature of owner or person in possession of land
WOODBURY COMMERCIAL LTD.

SW 1-39-20 W4



Provided by the County of Stettler No.6
Cartographer: Benjamin Ansaldo
Photography 2003

0 25 50 100 150 Meters
Scale: 1:5,000



Proposed Subdivision 2024-04

To subdivide house (approx. 3.5 acre) out from the remaining approx. 140 acre





County of Stettler No. 6

Box 1270
6602 – 44 Avenue
Stettler, Alberta TOC 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

November 14, 2024

Submitted via email

Angela Stormeon
Town of Stettler
PO Box 280
Stettler, AB
TOC 2L0

Dear Angela,

RE: Subdivision 2024-04

Thank you for the opportunity to review and comment on the proposed subdivision application. County Council reviewed the subdivision application at their November 13, 2024 meeting.

It is the County's view that policy 4.7.2.2 of the Intermunicipal Development Plan applies to this application. Policy 4.7.2.2 establishes a maximum parcel size of one acre for residential parcels. The policy reads:

“4.7.2.2 Unless otherwise agreed to by the Town and County, residential development in the Town's growth area will be urban lots of a maximum size of one acre. Lot sizes above one acre may be allowed only if exceptional circumstances or site conditions warrant a larger size.”

The policy allows the County and Town to set aside the one acre parcel size limit. County Council agrees to waive the one acre limit of Policy 4.7.2.2 for this application. The County has no concerns or objections to the proposed subdivision.

County Council also points out the following:

First, Policy 4.7.2.2 does not serve the Town and County well. The minimum and maximum parcel size policies of the current Intermunicipal Development Plan (IDP) reduce flexibility for each municipality to shape and manage growth and development of our respective communities. As demonstrated by two Town subdivision applications this year, there are times when Town development will require larger parcels than the currently stated maximum one acre limit. The County wishes to see these policies removed from the IDP through the update process that is underway.

Second, if the updated IDP continues to contain policies like Policy 4.7.2.2, where consent of the Town and County is required to move ahead with development, County Council expects the Town to give the same consideration to any requests made by the County similar to the consideration that the County has afforded the Town from time to time.

Thank you again for the opportunity to provide comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "Craig Teal". The signature is fluid and cursive, with the first name "Craig" and the last name "Teal" clearly distinguishable.

Craig Teal, RPP MCIP
County of Stettler No. 6
Director of Planning & Development

MEMORANDUM

To: Leann Graham, CAO

From: Kim Hymers, Asst. CAO

Date: November 5, 2024

Re: 6:35 p.m. – Stettler & District Handibus Society 2025 Budget – Jodi Chapman & Vicki Savage

Recommendation

That the Town of Stettler Council accept the Stettler & District Handibus Society 2025 Operating Budget as presented, and further approves that a contribution to the Handibus Society in the amount of \$25,000 be included in the Town's 2025 Operating Budget.

Background Information

Jodi Chapman and Vicki Savage of the Stettler & District Handibus Society will be in at 6:35 pm to present the 2025 Stettler & District Handibus Society Budget to Council.

A copy of the Stettler & District Handibus Society 2025 Budget is included in this report.

Financial Implications

2025 Budget - \$25,000

Actual

2024 - \$25,000

2023 - \$25,000

2022 - \$25,000

2021 - \$25,000

2020 - \$25,000

2019 - \$25,000

2018 - \$25,000

2017 - \$20,000

2016 - \$20,000 – *Additional request of \$10,000 – Medical Van - Motion 16:01:21 - Moved by Councillor Campbell that the Town of Stettler Council accept the Stettler & District Handibus Society 2016 Operating Budget as presented, and further approves that a contribution to the Handibus Society in the amount of \$20,000 be included in the Town's 2016 Operating Budget.*

Respecting their request for additional funding, Town Council suggested that the Stettler & District Handibus Society firstly make an application to FCSS. It is Council's hope that FCSS will be able to find a way to provide some additional financial assistance in accordance with their mandate.

2015 - \$20,000

2014 - \$20,000

2013 - \$20,000

2012 - \$15,790, 2011 - \$15,790

Alternatives to the Recommendation

- That the Town of Stettler Council accept the Stettler & District Handibus Society additional funding request of \$_____ within the 2025 Budget.

Communication

- Leann Graham – CAO

Documentation

- Copy of Stettler & District Handibus Bus Society 2025 Budget and background information



STETTLER & DISTRICT HANDIBUS SOCIETY

P.O. BOX 2097
4720 - 50 STREET
STETTLER, AB, T0C 2L0
Phone: 403-742-5858
Fax: 403-742-1391

October 18, 2024

Town of Stettler
Box 280
Stettler, Alberta T0C 2L0

Dear: Town of Stettler Council

Re: 2025 Handibus Budget Funding Allocation

Each year the Town of Stettler has allocated money to the Stettler & District Handibus Society, which we greatly appreciate. These funds are used for the operation of the Handibus, and we make up the shortages in our budget deficit with donations and fund raising. We are anticipating the same funding amount of \$25,000.00 from the town for this year for the Handibus portion of our program.

We rely on our surplus for operating and unexpected repairs to bridge the gap until we receive our Town and County funding. The past few years we have had to dip into our surplus to make up deficits that have occurred despite our constant concern and diligent budgeting. One of our major fundraisers has been the casinos, like so many small nonprofit organizations. We continue to look for other areas of funding but have found that there are few grants available for transportation and all that we have encountered up to now are only applicable to new programs rather than existing.

The Handibus is the only wheelchair accessible public transportation within the Town and County of Stettler. As of December 31, 2023, we had a total of 5053 passengers of those 1598 were wheelchairs and/or walkers. Also, 1766 were medical appointments. Without this service most of these groups might not be able to live here in Stettler, as the need for transportation is essential for work, school, and medical needs and overall provide all our passengers with a better quality of life.

We have very carefully reviewed all aspects of our budget for 2025 and pared it down as far as we feel we can go while still trying to retain realistic goals. The current fare per trip is \$6.00 each way. We do not feel that we can increase this rate at this time, as it would be a hardship for most of our passengers. We feel this is an important essential daily service for seniors and the disabled people in our community and we strive to provide the best and most affordable service possible.

This upcoming year, the Handibus Society will be purchasing a new Handibus, as our lease on the current bus is finished in early 2025. This has put great strain on our reserves, as to keep our lease payments at a sustainable amount, we need to have a \$60,000.00 downpayment. We have currently secured \$13,500.00 in donations towards this goal and are hoping to obtain more donations.

A copy of our projected 2025 budget and the current October 2024 Statistical sheet and 5 year comparison is included with this letter. We realize funding has been a challenge for all these past few years.

We thank you for considering our request and look forward to working together again!

Sincerely,

Jodi Chapman
Program Coordinator
Stettler and District Handibus Society

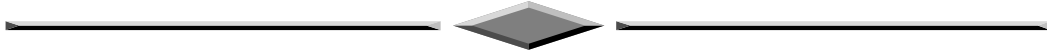
HANDBUS SOCIETY EXPENSES	Accumulated Aug End Total 2024	PROJECTED TO YEAR END 2024	CURRENT BUDGET 2024	2025 BUDGET
Administration		: - 8 X12		
SALARIES/WAGES				
Coord/Bkkpr/Disp Wages	\$20,896.36	\$31,304.04	\$31,304.00	\$32,032.00
Driver Wages	\$30,453.84	\$45,680.76	\$44,096.00	\$45,200.00
Employer Contributions				
Coordinator	\$4,563.92	\$6,845.88	\$7,500.00	\$7,500.00
Drivers	\$2,463.35	\$3,695.03	\$5,000.00	\$5,000.00
TOTAL	\$58,377.47	\$87,525.71	\$87,900.00	\$89,732.00
OFFICE EXPENSE				
Telephone	\$88.06	\$132.09	\$200.00	\$200.00
Rent	\$3,200.00	\$4,800.00	\$4,800.00	\$4,800.00
Office Supplies/Copying	\$1,254.71	\$1,882.65	\$2,000.00	\$2,000.00
Driver Expense			\$400.00	\$400.00
Auditing	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
P.R./Advertising			\$100.00	\$100.00
Miscellaneous-bank charges	\$16.00	\$24.00	\$100.00	\$50.00
TOTAL	\$5,558.77	\$7,838.74	\$8,600.00	\$8,550.00
BUS EXPENSES				
Bus Lease	\$10,675.68	\$16,013.52	\$16,814.00	\$24,643.72
Fuel	\$9,376.50	\$14,064.75	\$16,000.00	\$16,000.00
Rprs/Tires/Mtnc/Insp	\$5,482.57	\$8,223.86	\$3,000.00	\$3,000.00
Insurance - vehicles & office	\$5,273.00	\$5,273.00	\$5,500.00	\$5,500.00
Radio License	\$176.31	\$176.31	\$175.00	\$180.00
GST Paid	\$1,517.66	\$2,276.49	\$2,500.00	\$4,500.00
Garage Utilities	\$1,023.89	\$1,535.84	\$2,000.00	\$2,000.00
Insurance for garage	\$122.74	\$122.74	\$150.00	\$150.00
TOTAL	\$33,648.35	\$47,686.51	\$46,139.00	\$55,973.72
EXPENDITURES	\$97,584.59	\$143,050.96	\$142,639.00	\$154,255.72
REVENUE				
Bus Lease (Donated Funds)			\$16,814.00	\$24,643.72
Passenger Fares	\$11,653.00	\$17,479.50	\$22,000.00	\$22,000.00
Other Donations	\$1,875.00	\$2,812.50	\$10,000.00	\$10,000.00
Interest Income	\$1,561.32	\$2,341.98	\$1,000.00	\$1,000.00
GST Rebate	\$1,015.45	\$1,523.18	\$1,400.00	\$2,500.00
expense recovery Coop rebate				
WCB refund Town utilities portion & Misl. Income	\$2,574.30	\$3,861.45	\$4,000.00	\$4,000.00
Casino Funds	\$6,643.69	\$6,643.69	\$6,500.00	\$6,500.00
C.I.P. Grant	\$0.00	\$0.00	\$0.00	
TOTAL	\$25,322.76	\$34,662.30	\$61,714.00	\$70,643.72
TOTAL (DEFICIT) SURPLUS	(\$72,261.83)	(\$108,388.66)	(\$80,925.00)	(\$83,612.00)
Town funding	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
County funding	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
Superfluity donations to year end	\$8,000.00	\$12,000.00	\$12,000.00	\$12,000.00
TOTAL FUNDING	\$33,000.00	\$62,000.00	\$62,000.00	\$62,000.00
	Total Revenue and Funding		\$123,714.00	\$132,643.72
	Total Expenditures		\$142,639.00	\$154,255.72
	Total Deficit/Surplus		-\$18,925.00	-\$21,612.00

STETTLER & DISTRICT HANDIBUS SOCIETY		STATISTICS		September		YEAR		2024		8			
		Accum		Total		To Date		Prior Yr					
Walk ons	BUS	2145	227	2372	2581	-8%							
	Total	2145	227	2372	2581	-8%							
Lifts	BUS	1203	160	1363	1278	7%							
	Total	1203	160	1363	1278	7%							
Total Passengers	BUS	3348	387	3735	3859	-3%							
	Total	3348	387	3735	3859	-3%							
Total Kilometers	BUS	13320.4	1787	15107.4	15757	-4%							
	Total	13320.4	1787	15107.4	15757	-4%							
Kilometers/Trip	BUS	3.97861	4.62	4.04482	4.08	-1%							
Fuel Used (Litres)	BUS	6360.68	797.1	7157.78	7249.95	-1%							
	Total	6360.68	797.1	7157.78	7249.95	-1%							
Litres per 100/km	BUS	0	44.61	0	46.01	-100%							
SCH'D STOPS	JAN	8	5	5	7	7	7	5	24	5	72	55	31%
Willow Creek am	pm	6	0	0	0	0	0	0	0	0	6	46	-87%
Heart Haven am	pm	5	5	6	3	3	3	7	3	3	40	45	-11%
Paragon am	pm	7	0	0	0	0	0	0	0	0	7	87	-92%
Points West	pm	12	10	10	8	9	6	12	9	9	85	105	-19%
Medicals	pm	19	0	0	0	0	0	0	0	0	19	201	-91%
MONTHLY COSTS	pm	39	65	38	36	57	32	70	70	37	444	453	-2%
Salaries/Wages	pm	126	174	132	105	168	136	101	70	127	1139	1328	-14%
Office/Driver/Misc		7189.7	7286.66	7101.99	6954.81	8026.25	7752.42	7085.59	7246.66	7104.09	65748	74859	-12%
Bus Expenses		472.78	412.64	701.04	411.34	1410.92	887.69	786.71	465.65	412.64	5961	9379	-36%
Total KM		2818.8	6738.77	2717.61	2934.16	6219.08	2779.72	4477.82	3804.75	2683.59	35174	31389	12%
COST PER KM		1671	14438	10521	10300	15656	11419.8	12350.1	11517	10200	106884	115627	-8%
COST/TRIP		380	2352.4	1564	1390	1829	1562	1537	1415	1787	15107	15757	-4%
TICKETS SOLD		6.27	546	284	320	410	477	422	355	387	3581	3859	-7%
County Psgrs		27.58	6.14	6.73	7.41	8.56	7.31	8.04	8.14	5.71	7.08	7.34	-4%
County KM		8	26.44	24.02	32.19	38.19	23.94	29.27	32.44	26.36	28.62	29.96	-4%
		4	14	8	12	7	6	7	12	4	78	102	-24%
		4	8	4	0	4	2	1	2	11	36	38	-5%
		4	200	100	0	100	50	25	50	427	956	950	1%

HANDIBUS - FIVE YEAR STATISTICAL COMPARISON									
					2019	2020	2021	2022	2023
PASSENGERS									
Walk - ons					4,948	2,536	2,634	3,113	3,455
Lifts					1,863	1,009	1,563	1,679	1,598
TOTAL					6,811	3,545	4,197	4,792	5,053
EXPENSES									
Wages - Coordinator & Drivers					91,526	82,832	86,663	89,836	90,201
Office - Phone, Rent, Supplies, Advertising, Audit					6,950	6,760	8,397	6,505	11,332
Drivers - Medicals and Driver's Abstracts					520	355	150	110	80
Bus - Repairs, Insurance, Radio License, Utilities					14,118	15,335	11,006	12,330	10,011
Fuel					10,474	7,298	9,950	14,258	12,576
Bus Lease						9,341	16,815	16,014	16,014
TOTAL					123,588	121,921	132,981	139,053	140,213
Total Kilometers					42,805	29,093	18,980	20,291	21,348
KM / Trip					3.31	4.06	4.52	4.24	4.22
Litres of Fuel					10,096.13	7,784	8,221	9,698	9,151
Litres Per / 100 KM					34.61	43.19	43.31	47.8	42.87
Cost Per Trip					17.83	34.51	29.04	28.93	29.52
Cost Per KM					2.93	4.19	6.42	6.82	6.99
Medical Appt's					2,581	1,199	1,534	1,669	1766
Tickets Sold					248	144	170	170	134
SCHEDULED STOPS									
Willow Creek	AM				153	24	36	77	71
	PM				233	35	23	46	53
Heart Haven	AM				112	15	12	32	58
	PM				146	26	25	81	97
Paragon Place	AM				80	36	59	139	134
	PM				355	63	72	165	243
Walmart	AM				21	4	2	0	0
	PM				122	17	8	0	0
Points West	AM&PM				339	246	584	877	593
County Stats									
Passengers					14	51	79	127	61
Kilometers					771	1,491	75	736	1,525
City Medical Trips									
Trips					76	60	0	0	0
Kilometers					20,118	14,431	0	0	0
County of Stettler Funding					20,000	20,000	20,000	20,000	25,000
Town of Stettler Funding					25,000	25,000	25,000	25,000	25,000
Superfluity Donations					19,000	12,000	12,000	14,000	9,000
MARD Grant							20,000	0	0
CIP Grant								42950	0

MEMORANDUM

To: Leann Graham, CAO
From: Andrew Somerville, IT Coordinator
Date: October 25, 2024
Re: Town Office Server Licensing



Background:

In 2023 the Town of Stettler upgraded their two Town Office Servers, adding one (1) CPU and additional RAM to each server. This upgrade allowed us to support additional Virtual Machines (VMs) and increase computational resources for VMs already implemented.

While we are now technically capable of creating and supporting more VMs, to maintain **compliance with Microsoft's licensing requirements we must maintain a specific amount** of Windows Server licenses as required per our CPU core count and VM count.

Our 3rd party managed service provider, Trinus Technologies, has provided the cost of purchasing (attached) such licenses. For the purchase of sixteen (16) Windows Server 2022 Standard – 2 Core -Commercial Licenses for \$201.61 each, will cost a total of \$3,225.76, sans GST. This amount keeps our current VMs in compliance (as required due to the presence of an additional CPU in each server) and provides enough extra licensing for additional VMs that can be used as needed (isolated environment for cybersecurity investigations, log collecting, backup recovery testing, etc.)

This year, we had a capital budget of \$10,000.00 for new offsite backup drives for these servers. The six (6) backup drives were purchased for a total of \$4,824.60, leaving \$5,175.40 left in the capital budget item.

Recommendation:

Administration respectfully recommends that the Town of Stettler Council approve the utilization of the remaining Backup Drive capital budget item to purchase the required additional Windows Server 2022 Core licenses, as quoted by Trinus Technologies (see attached).



Quote For Server licensing

PREPARED FOR:

Stettler, Town of

Andrew Somerville
PO Box 280
Stettler, AB, T0C 2L0
(403) 740-2620
asomerville@stettler.net

PREPARED BY:

Trinus Technologies Inc.

Andrew Lee
3806 49 Ave
Stony Plain, AB, T7Z 2J7
(780) 968-1333
alee@trinustech.com

Date:

Thursday, October 24, 2024

Quote #:

Quote # 001153 Version 1

Software

Qty	Product Details	Price	Ext. Price
16	Windows Server 2022 Standard - 2 Core - Commercial Windows Server 2022 Standard - 2 Core - Commercial	\$201.61	\$3,225.76

Subtotal: \$3,225.76

Server licensing



Prepared by:
Trinus Technologies Inc.
Andrew Lee
Fax (780) 968-0800
alee@trinustech.com

Prepared for:
Stettler, Town of
PO Box 280
Stettler, AB T0C 2L0
Andrew Somerville
(403) 740-2620
asomerville@stettler.net

Quote Information:
Quote #: 001153
Version: 1
Delivery Date: 10/24/2024
Expiration Date: 11/18/2024


Quote Summary

Description	Amount
Software	\$3,225.76
Subtotal:	\$3,225.76
Estimated Tax:	\$161.29
Total:	\$3,387.05

PLEASE NOTE: For orders over \$15,000.00 a 75% deposit will be due at time of order. The total quoted amount will be invoiced on delivery of parts under standard payment. Manufacturer's warranty applies in all respects to supplied parts and materials. Costs are valid for 15 days from the date of this proposal. GST will be added to all prices. Payment is due according to our standard terms & conditions, unless defined elsewhere in this quote. Travel and living expenses outside the greater Edmonton area will be charged as follows: Travel time - \$65.00 /hour/technician (over & above technical labour), Mileage - \$0.65/KM

Trinus Technologies Inc.

Stettler, Town of

Signature: 
Name: Andrew Lee
Title: Account Manager
Date: 10/24/2024

Signature: _____
Name: Andrew Somerville
Date: _____

TO: Leann Graham
CAO

DATE: November 19, 2024

FROM: Kim Hymers
Assistant CAO

RE: 2024 BAD DEBT WRITE-OFFS GREATER THAN \$300.00

Policy VII-5 (b) Collection of and Write – off of Bad Debt Accounts

Requires the Assistant CAO to present a Statement of the Bad Debt Write-offs to Town Council prior to December 31st of each year. Town Council is required to authorize the write-off accounts in excess of \$300.00. The Assistant CAO is also required to disclose the total dollar value of Bad Debts under \$300.00 that will be written off. Collection activity procedures will continue after an account has been written off.

HISTORY:	2021	2022	2023	2024	2024 A/C's over \$300	2023 A/C's over \$300	2022 A/C's over \$300	2021 A/C's over \$300
Utilities	\$15,935.87	\$7,730.19	\$4,069.81	\$7,691.28	16	7	13	21
Accounts Receivable								
Fire Calls A/R	\$5,479.73							3
Lions Campground								
Taxes	\$561.26		\$659.60			1		1
Business Taxes								
Community Hall								
Recreation Fees								
TOTALS	\$21,976.86	\$7,730.19	\$4,729.41	\$7,691.28	16	8	13	25

For 2024, \$7,691.28 should be expense as bad debts in excess of \$300.00, which represents sixteen (16) accounts.

As well, I have expensed six (6) accounts under \$300.00 totaling \$801.13 and expensed sixteen (16) inactive accounts with credit balances totaling (\$697.21).

Based on local 2024 utility revenues to date of approximately \$3,437,285.03 the Utility write-offs totaling \$8,492.41 represents 0.25% of revenues (2023 = 0.19%).

RECOMMENDATION

That the Town of Stettler Council approve the 2024 Bad Debt Write-Off of sixteen (16) accounts, each in excess of \$300, totaling \$7,691.28, and further acknowledges that an additional six (6) accounts, each under \$300, totaling \$801.13 and sixteen (16) credit balances totaling (\$697.21) will be written-**off under Administration's authority.**

Based on local 2024 utility revenues of approximately

Use these codes to calculate the % for the Bad Debt Write off memo

Account Code:	Description	Amount		Total
1-41-00-00-00-410	Water - Metered Sale of Water	1,520,259.19		
1-41-00-00-00-510	Water Penalties	24,077.60		
1-41-00-00-01-410	Water - Service Connect Fee	13,275.00		
1-42-00-00-00-410	Sewer - Service Charges	684,841.29		
1-43-01-00-00-411	Landfill - Residential Garbage Revenue	487,723.88		
1-43-04-00-00-490	Recycling - Misc Revenue	134,227.23		
			Monthly Average (Jan-Nov)	Yearly Calc
		2,864,404.19	286,440.42	\$3,437,285.04

Totals taken after October billing*, total, divide by 10 and multiply by 12

*January 1, 2024 to October 31, 2024 (Credit-Debit)

2024 Budget Summary - October 31, 2024

Revenue	2024 Budget	2024 Actual - Oct 31, 2024	Variance	%	Notes
Administration	\$272,020.00	\$196,754.05	\$75,265.95	72.33%	Sale of Lot / AT Project En
Inter Dept Utility Transfer - \$250,000)					
Police	\$778,728.00	\$166,072.93	\$612,655.07	21.33%	MSI Operating - \$104,896
Traffic Fines - Budget - \$60,000 - Actual - \$55,633.84 - 93%					
Provincial Grant - \$347,616					
Community Resource Program - Clearview \$40,000 / County - \$70,216					
Fire	\$272,562.00	\$140,522.33	\$132,039.67	51.56%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$113,700.00	\$123,042.10	-\$9,342.10	108.22%	
Business Licenses Budget - \$90,000 - Actual \$98,341.10 / Animal License Budget \$21,700 - Actual \$22,901.00					
Roads, Streets, Walks, Lights	\$469,535.00	\$66,159.65	\$403,375.35	14.09%	
Airport	\$10,880.00	\$9,797.60	\$1,082.40	90.05%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,556,491.00	\$2,782,166.95	\$774,324.05	78.23%	
Metered sale of water (Budget - \$2,099,132 - Actual \$1,520,259.19 = 72% - end of September - 75%)					
Metered out of Town (Budget - \$1,182,500 - Actual \$1,153,598.65 = 98% - end of September - 75%)					
Bulk water - Budget - \$40,000 - Actual - \$24,299.29 - 61%					
Sewer	\$1,103,741.00	\$705,011.73	\$398,729.27	63.87%	
Sewer Service Charges (Budget - \$951,721 - Actual \$684,841.29 = 72% - end of September - 75%)					
Garbage Collection & Disposal	\$877,238.00	\$661,125.62	\$216,112.38	75.36%	SWMA haul rebate - \$26,351
Residential Garbage Revenue (Budget - \$658,560 - Actual \$487,723.88 = 74% - end of September - 75%)					
Recycling Revenue (Budget - \$184,800 - Actual \$134,227.23 = 73% - end of September - 75%)					
FCSS	\$164,220.00	\$122,280.79	\$41,939.21	74.46%	
Cemetery	\$23,600.00	\$21,480.40	\$2,119.60	91.02%	
Planning & Development	\$263,851.00	\$38,909.96	\$224,941.04	14.75%	
Building Permits (Budget - \$30,000 - Actual - \$26,805.58)					
Economic Development - BOT	\$146,570.00	\$161,999.89	-\$15,429.89	110.53%	
Subdivision Land	\$500.00	\$1,200.00	-\$700.00	240.00%	Subdivision Fees
Land, Housing & Rentals	\$292,894.00	\$257,746.97	\$35,147.03	88.00%	
AE Kennedy Health Unit - \$212,679					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$4,000.00	\$12,206.04	-\$8,206.04	305.15%	
Recreation Programs	\$27,318.00	\$24,358.59	\$2,959.41	89.17%	Ball / Soccer
Facilities	\$1,310,413.00	\$522,170.29	\$788,242.71	39.85%	County / Pool / SRC
Community Hall	\$64,800.00	\$27,048.92	\$37,751.08	41.74%	
Senior's Center	\$21,750.00	\$17,321.21	\$4,428.79	79.64%	\$6000 Casino
Parks	\$283,305.00	\$139,658.53	\$143,646.47	49.30%	
Lions Campground - Budget - \$130,000 - actual - \$115,028.88 = 88%					
Operating Contingency	\$0.00	\$0.00	\$0.00	#DIV/0!	
Taxes / Penalties	\$9,414,905.62	\$9,363,354.15	\$51,551.47	99.45%	
Other Revenue	\$2,707,682.00	\$2,230,127.60	\$477,554.40	82.36%	
Franchise Fee - GAS (Budget - \$1,218,960 - Actual \$931,945.10 = 76% - end of September - 75%)					
Franchise Fee - ELECTRIC (Budget - \$820,322 - Actual \$585,027.61 = 71% - end of September - 75%)					
Return on Investments (Budget - \$600,000 - Actual - \$610,265.81) = 102%					
Total Revenue	\$22,180,703.62	\$17,790,516.30	\$4,390,187.32	80.21%	

Expense	2024 Budget	2024 Actual - Oct 31, 2024	Variance	%	Notes
Council & Legislative	\$248,427.00	\$182,961.23	\$65,465.77	73.65%	
Council Honorarium (Budget - \$179,427)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$22,000)					
Council membership Conferences (Budget - \$16,000 - Actual \$11,961.65 = 75%)					
Administration	\$1,136,298.00	\$968,461.42	\$167,836.58	85.23%	
Police	\$1,815,154.00	\$584,732.23	\$1,230,421.77	32.21%	
RCMP - Contract Billings \$1,675,155					
Fire	\$969,715.00	\$542,334.80	\$427,380.20	55.93%	
Disaster Services	\$46,741.00	\$401.18	\$46,339.82	0.86%	
Bylaw Enforcement	\$196,855.00	\$179,120.43	\$17,734.57	90.99%	
Common Services	\$392,615.00	\$315,181.71	\$77,433.29	80.28%	
Roads, Streets, Walks, Lights	\$2,372,138.00	\$1,815,174.96	\$556,963.04	76.52%	
Airport	\$59,847.00	\$30,540.70	\$29,306.30	51.03%	
Water Supply & Distribution	\$3,509,094.00	\$2,393,866.22	\$1,115,227.78	68.22%	
Sewer	\$873,757.00	\$587,095.04	\$286,661.96	67.19%	
Garbage Collection & Disposal	\$815,432.00	\$575,787.69	\$239,644.31	70.61%	
FCSS	\$205,275.00	\$205,274.61	\$0.39	100.00%	
Cemetery	\$67,356.00	\$38,053.40	\$29,302.60	56.50%	
Comm Services -Handi Bus	\$25,000.00	\$25,000.00	\$0.00	100.00%	
Planning & Development	\$619,785.00	\$351,688.87	\$268,096.13	56.74%	
Economic Development	\$619,150.00	\$422,718.00	\$196,432.00	68.27%	
Subdivison Land	\$49,865.00	\$45,778.50	\$4,086.50	91.80%	
Land, Housing & Rentals	\$47,628.00	\$47,217.33	\$410.67	99.14%	
Recreation - General	\$156,599.00	\$125,781.46	\$30,817.54	80.32%	
Recreation Programs	\$82,345.00	\$79,716.35	\$2,628.65	96.81%	
Facilities	\$2,974,853.00	\$1,965,770.18	\$1,009,082.82	66.08%	
Culture	\$353,387.00	\$349,237.20	\$4,149.80	98.83%	Parkland, Library, Museum
Community Hall	\$137,019.00	\$95,649.28	\$41,369.72	69.81%	
Senior's Center	\$13,481.00	\$5,521.17	\$7,959.83	40.96%	
Parks	\$915,253.00	\$521,651.10	\$393,601.90	57.00%	
Operating Contingency	\$746,091.00	\$0.00	\$746,091.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$191,000) (JE made at end of year prior to Audit)					
Available for Capital from 2024 Operating Budget for 2024 Capital Budget - \$949,797 (Water \$47,397+ Utility \$291,790 (sewer, waste, recycling) + Total Available for Capital - \$610,610) = \$949,797					
Requisitions	\$2,731,543.62	\$1,955,665.72	\$775,877.90	71.60%	
ASFF (Budget - \$2,188,640.77 - Actual - \$1,641,480.58 - 75%)					
ASFF Separate School (Budget - \$170,934.85 - Actual - \$128,201.14 - 75%)					
County of Stettler Senior Lodges (Budget - \$371,968 - Actual - \$185,984.00 - 50%)					
Total Expense	\$22,180,703.62	\$14,410,380.78	\$7,770,322.84	64.97%	
Surplus / Deficit	\$0.00	\$3,380,135.52			

Town of Stettler
2024 Capital Budget Summary
31-Oct-24

G/L	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2024 Budget Expense - Approved by Council	Difference between Actual and Budget Amount	Actual - Project Expenses Oct 31, 2024	Utility (Water) Avail for Capital 2024 Interim Operating Budget (Rates) \$58,756	Utility (other) Avail for Capital 2024 Interim Operating Budget (Rates) \$276,645	Available for Capital 2024 Interim Operating Budget (taxes) \$547,518	General Reserve 4-15-00-00-74-700	Total Other Reserves (for capital purposes)	2024 Operating Budget	Debtenture / Local Improvement	Grants - LGFF (\$981,743)	Grants - CCBF (\$372,605)	Grants - BMTG (\$0.00)	Other	Total		
Operating Capital Projects included in 2024 Interim Operating Budget - 1-32-99-91-00-920 / 2-32-99-91-00-764 - Transfer to/from operating reserve																			
Op-tran	2-32-09-00-03-244	Pathway rehab (2017 council direction)	Operating Budget								\$0.00						\$0.00		
Op-tran	2-32-09-00-00-244	Sidewalk replacement program (yearly)	Operating Budget								\$0.00						\$0.00		
2024 Capital Budget - Operational Projects (non TCA)																			
FIRE	2-23-02-00-02-561	Fire Engine Replace Reserve	\$100,000				\$100,000.00										\$100,000.00		
Op-tran	2-32-09-00-01-244	Sidewalk replacement program (yearly)	\$55,000		\$136,814.64			\$55,000.00									\$55,000.00		
Op-tran	2-32-21-00-03-536	Pavement patching	\$110,000		\$66,558.21		\$110,000.00										\$110,000.00		
Water	2-41-01-00-09-252	Belt Clips-Meter Reading	\$25,000		\$22,808.00	\$25,000.00											\$25,000.00		
Storm	2-42-16-00-01-252	Culvert-Hwy 56 at Rail tracks	\$20,000		\$11,132.68		\$20,000.00										\$20,000.00		
Op	2-31-00-00-01-252	Asset Mgmt Program	\$60,000		\$20,058.33	\$60,000.00											\$60,000.00		
Op	2-32-21-00-07-252	Concrete Crushing	\$150,000		\$149,960.00			\$150,000.00									\$150,000.00		
Bldg	2-31-01-00-01-252	Salt Shed Door	\$30,000		\$23,048.64			\$30,000.00									\$30,000.00		
	2-31-01-00-01-561	Grader Drawbar	\$45,000		\$42,338.24														
Sanitary	2-42-00-00-06-252	Lift Station A Pump Replacement- (\$450,000 total Project)	\$20,000							\$20,000.00							\$20,000.00		
Planning	2-61-02-00-08-239	Housing Assessment-Strategy	\$50,000		\$49,106.29				\$50,000.00		BOT Comm Events & BOT Events						\$50,000.00		
ADM	2-61-05-00-00-252	Computer replacement program (SRC)	\$14,000		\$6,113.71		\$14,000.00										\$14,000.00		
Admin	2-61-05-00-03-239	Back up Tapes	\$10,000		\$804.10				\$10,000.00		Computer Reserve						\$10,000.00		
Arena	2-73-11-02-09-239	Domestic Hot Water Holding Tank	\$33,000						\$33,000.00		County						\$33,000.00		
Arena	2-73-11-02-10-239	Ice Resurfacing Holding Tank	\$35,000						\$35,000.00		County						\$35,000.00		
Pool	2-73-13-03-06-252	Sand Filters-Back Mechanical room	\$35,000		\$28,350.00				\$35,000.00		County						\$35,000.00		
Pool	2-73-13-03-07-252	Canon Replacement - (Stage 1)	\$40,000		\$37,801.97				\$32,000.00		County						\$32,000.00		
General	2-73-11-02-11-239	Building Maintenance-Control Software Update	\$6,500		\$6,816.00				\$6,500.00		Computer Reserve						\$6,500.00		
Parks	2-77-92-00-01-252	Spray Park Upgrades (Planning Phase)	\$50,000					\$50,000.00									\$50,000.00		
Arena	2-73-11-02-12-239	Overheard Doors	\$30,000		\$29,628.88				\$30,000.00		County						\$30,000.00		
Parks	2-77-02-00-05-252	Open Spaces Master Planning RFP	\$30,000		\$20,224.90			\$30,000.00									\$30,000.00		
culture	2-74-99-91-00-764	Culture reserve account	\$15,000				\$15,000.00										\$15,000.00		
2024 Capital Budget - Operational Projects (non TCA)		\$0.00	\$963,500.00		\$651,564.59	\$85,000.00	\$259,000.00	\$165,000.00	\$150,000.00	\$231,500.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$910,500.00		
2024 Capital Budget - Capital Projects (TCA)																			
Fire	6-23-00-00-50-650	Emergency Warning Equip & Carrier Slide Out (\$8,600-Warning Equip, \$10,835-Slide Out Bed)	\$19,435		\$25,237.89				\$19,435.00		Fire Capital Resere						\$19,435.00		
Fire	6-23-00-00-51-650	Reg Manager Fire Truck	\$130,000		\$111,484.46		\$65,000.00								\$65,000.00	County	\$130,000.00		
Fire	6-23-00-00-52-650	2025 Fire Engine (1.2 Million US \$)	\$1,700,000												\$1,700,000.00	Debtenture	\$1,700,000.00		
Reg Fire	6-23-00-20-03-620	Storage for Training Facility	\$85,000									\$42,500.00				\$42,500.00	County	\$85,000.00	
	6-23-00-00-30-630	Communications Equipment-Mic's for Radio 16			\$11,782.40														
Fire	6-23-00-20-02-620	Fire Station Renovation Drawings	\$15,000					\$15,000.00									\$15,000.00		
Bldg	6-31-01-20-05-620	Cold Storage Shed	\$400,000		\$47,577.87			\$400,000.00									\$400,000.00		
Roads	6-32-09-00-10-610	Pathway Connection of Homesteader Park	\$20,000					\$20,000.00									\$20,000.00		
Roads	6-32-09-00-11-610	Pathway Program-Spruce Drive Sidewalk	\$0										\$323,000.00				\$323,000.00		
Roads	6-32-21-10-04-610	Health Unit Parking Lot	\$145,000		\$96,045.32							\$80,000.00	\$65,000.00				\$145,000.00		
Roads	6-32-21-00-16-610	Spruce Drive-Hwy 56 to 61 Street	\$853,000		\$628,247.62								\$530,000.00				\$530,000.00		
Water	6-41-11-10-07-610	Watermain on 47 Ave- 46 to 48 Street	\$350,000		\$30,076.46							\$350,000.00					\$350,000.00		
Equip	6-31-11-00-32-630	Skid Steer	\$35,000		\$98,189.02			\$35,000.00									\$35,000.00		
Equip	6-31-11-30-51-650	Tandem	\$255,000					\$300,000.00									\$300,000.00		
Vehicle	6-31-11-00-50-650	Two 3/4 Ton Trucks	\$145,000		\$70,773.21	\$145,000.00											\$145,000.00		
	6-32-21-10-16-610	Okoppe Walkway	\$72,000		\$15,470.13			\$12,000.00	\$60,000.00								\$72,000.00		
Parks	6-77-05-10-02-610	Sports Park-Parking Curbs	\$15,000		\$12,400.00			\$15,000.00									\$15,000.00		
2024 Capital Budget - Capital Projects (TCA)		\$0.00	\$4,239,435.00		\$1,147,284.38	\$145,000.00	\$65,000.00	\$97,000.00	\$760,000.00	\$19,435.00	\$0.00	\$42,500.00	\$0.00	\$430,000.00	\$918,000.00	\$0.00	\$1,807,500.00	\$0.00	\$4,284,435.00
2024 Total Capital Budget		\$0.00	\$5,202,935.00		\$1,798,848.97	\$230,000.00	\$324,000.00	\$262,000.00	\$910,000.00	\$250,935.00	\$0.00	\$62,500.00	\$0.00	\$430,000.00	\$918,000.00	\$0.00	\$1,807,500.00	\$0.00	\$5,194,935.00
Council Motion -		\$5,194,935.00	#DIV/0!				\$882,919.00	\$816,000.00					\$868,078.00	-\$221,088.00	\$357,120.00			\$5,194,935.00	
2024 Capital Additions-WTP Boiler		\$95,000.00						\$66,919.00										\$95,000.00	
Total 2024 Capital Budget		\$5,289,935.00																\$5,289,935.00	
Difference (Actual vs Council Budget)		-\$87,000																-\$87,000	

		2023 Carry Forward																
		Brought forward from 2023 Budget Carry Forward	2023 Approved Amount (with tender amount updates)	Difference between Actual and Budget Amount	Actual - Project Expenses Oct 31, 2024	Utility (Water) Avail for Capital	Utility Available for Capital Reserve	Tax Available for Capital Reserve	Transfer From General Reserves	Transfer From Other Reserves	2024 Operating Budget	Debtenture / Local Improvement	Grants - LGFF	Grants -CCBF	Grants - BMTG (\$0.00)	Other	Total	
2023 Carry Forward - Operational Projects (non TCA)																		
Op-Wat	2-41-01-00-10-252	PCL (programmable logic control) - Carry Forward - \$109,532.73 - Melissa - Jan 9, 2024	\$109,533.00		\$56,695.00					\$109,532.73							\$109,532.73	
Op-Wat	2-41-01-00-13-252	Make Up air unit - Carry Forward - \$28,536.34 - Melissa - Jan 10, 2024	\$28,536.00			\$28,536.34											\$28,536.34	
Op-Sew	2-42-00-00-02-583	Receiving water body quality assessment - Carry Forward - \$50,000 - Melissa - Jan 9, 2024	\$50,000.00		\$16,154.44		\$50,000.00										\$50,000.00	
Plan	2-61-02-00-06-239	SE ASP (\$200,000 regional grant with County) - carry forward project (\$200,000 - \$54,649.06 = \$145,350.94) to 2023 - Leann Dec 19, 2022	\$145,351.00													\$200,000 Grant (County)	\$145,350.94	
	2-74-14-00-03-252	Hot water tank replacement Carry Forward \$10,000 - PLS - Jan 10, 2024	\$9,800.00		\$8,497.86					\$9,800.00							\$9,800.00	
	2-73-13-03-05-252	Pool - Blind replacement (electrical) and whirlpool manual Carry Forward - \$15,000 - Brad - Jan 10, 2024	\$7,000.00		\$6,435.00					\$15,000.00							\$15,000.00	
	2-77-82-00-01-519	Ball diamond backstop fence (2 diamonds) - 2023 - \$10,000 - 2022 carry forward - \$5000 to 2023 - Brad - Dec 22, 2022 - 2024 Carry Forward \$9,646 - Brad - Jan 10, 2024	\$9,646.00		\$8,560.00					\$9,646.00							\$9,646.00	
	2-77-02-00-03-519	Top dressing spreader - Carry Forward - \$10,800.00 - PLS - Jan 10, 2024	\$10,800.00				\$10,800.00										\$10,800.00	
	2-77-03-00-01-519	Campground - Furnace & hot water tank - Carry Forward - \$11,500 - PLS - Jan 10, 2024	\$9,600.00		\$7,701.56		\$9,600.00										\$9,600.00	
Parks	2-77-02-00-05-519	Outdoor arena refurbishment (new boards - \$104,210) - installation in 2023 - carry forward - \$52,105 to 2023 - delivery in 2023 - Brad - Dec 22, 2023 - 2024 Carry Forward \$52,105.00 - Brad - Jan 10, 2024	\$52,105.00						\$52,105.00								\$52,105.00	
																	\$0.00	
																	\$0.00	
																	\$0.00	
2023 Carry Forward - Operational Projects (non TCA)		\$0.00	\$432,371.00		\$104,043.86	\$28,536.34	\$70,400.00	\$0.00	\$52,105.00	\$143,978.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,350.94	\$0.00	\$440,371.01
2023 Carry Forward - Capital Projects (TCA)																		
Cap Fire	6-23-00-10-00-610	Fire Hall Traffic Signals - carry forward \$15,000 (1/2 County) to 2023 - Etienne - Dec 20, 2022, 2024- Carry forward \$15,000 from 2023 and add \$4,000	\$19,000.00		\$17,362.32			\$19,000.00									\$19,000.00	
Cap Fire	6-23-00-00-50-650	Replace Fire Chief Truck (2023 - \$94,000) - Reserve 2022 - County Invoice 2023 - 2023 Carry Forward \$94,000 - Jan 10, 2024	\$106,000.00		\$106,000.00			\$59,000.00		\$47,000.00							\$106,000.00	
Cap-Tran	6-32-21-10-05-610	2024 - \$200,000 - 48th Ave Cost Sharing on Paving (Wellings) - Carry Forward - \$200,000 - Melissa - Jan 9, 2024	\$200,000.00							\$200,000.00							\$200,000.00	
Cap-Air	6-33-00-00-10-610	Airport Runway - (2024) - Secure STIP funding - \$1,976,000 - \$1,482,000 STIP - Town - \$247,000/County \$247,000 -Carry Forward \$1,932,085.92 - Melissa - Jan 9, 2024	\$1,932,086.00		\$184,245.03			\$203,085.92								\$1,729,000.00	STIP Grant \$1,482,000/ County = \$247,000	\$1,932,085.92
Cap-Wat	6-41-14-20-01-620	Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790) - Melissa January 4, 2021 carry forward balance - \$149,490 (\$149,700 - \$210) - January 10, 2022 - Carry forward balance - Melissa - \$149,490 - 2023 - Funding (\$136,620.21 = \$149,490-\$12,869.79) used to fund Reservoir in 2023 - Melissa - Dec 22, 2022 - Melissa Jan 9, 2024 carry forward balance \$761,612.86	\$761,613.00		\$23,226.03												\$761,612.86	
Cap-Sew	6-42-00-00-12-610	Lift Station Upgrade - From 2022 Carry Forwards - Carry Forward \$153,543.89 - Melissa - Jan 9, 2024	\$153,544.00		\$281,269.49												\$153,543.89	

Cap-Tran	6-32-21-10-15-610	44 Avenue overlay from Hwy 12 to 38St - CAPP - carry forward \$7,500 for final Engineering - Melissa - Dec 22, 2022 - 2024 Carry Forward \$7,500.00 for final Engineering - Melissa - Jan 9, 2024	\$7,500.00						\$7,500.00										\$7,500.00	
MSP	6-32-21-10-23-610	MSP - Type 4 Intersection (Hwy 12 at 80st- south side only) - Carry Forward Balance to 2022 - Melissa January 7, 2022 (\$842,611.75- \$442,526.24 = \$400,085.51 carry forward - 2023 carry forward \$7,500 for final engineering - Melissa - Dec 22, 2022 - 2024 carry Forward \$7,500 for final engineering - Melissa - Jan 9, 2024	\$7,500.00						\$7,500.00										\$7,500.00	
Wat	6-41-11-10-15-610	Mainstreet streetscape (48-49ave includes watermain and services) - Carry Forward \$40,000 - Melissa - January 7, 2022 - 2023 carry forward - \$7,500 for final engineering - Melissa - Dec 22, 2022 - 2024 Carry Forward - \$7,500 for final engineering - Melissa - Jan 9, 2024	\$7,500.00						\$7,500.00										\$7,500.00	
Water	6-41-11-10-12-610	Watermain replacement east of 44th street between 49-50ave - project delayed due to supply issues and telus line - Carry Forward Balance (\$280,000-\$24,656.34 = \$255,353.66 - Melissa - January 7, 2022 - 2023 carry forward \$7,500 for final engineering - Melissa - Dec 22, 2022 - 2024 Carry Forward - \$7,500 for final engineering - Melissa, Jan 9, 2024	\$7,500.00						\$7,500.00										\$7,500.00	
Trans	6-32-21-10-14-610	"Okoppe" Parking Lot Upgrade (50th Avenue / 49th Street) - 2020 Carry Forward - Melissa Jan 4, 2021 - carry forward balance - \$44,715.19 (\$60,000 - \$15,284.81) - January 10, 2022 - Melissa - carry forward balance - \$44,715.19-\$16,699.57 = \$28,015.62 - 2023 carry forward \$15,000 for signs and planters - 2024 Carry Forward \$5,000 for Fence - Melissa - Jan 9, 2024	\$5,000.00		\$7,143.48			\$5,000.00											\$5,000.00	
Cemeter	6-56-00-60-01-660	New - columbarium - Carry forward \$21,000 - Allan - Jan 10, 2024	\$21,000.00		\$23,444.00			\$21,000.00											\$21,000.00	
Parks	6-77-02-30-01-630	Toro mower replacement -tender in 2023 - carry forward - \$96,000 - retender in 2023 - Brad - Dec 22, 2022 - 2024 - Carry Forward - \$96,000 - PLS - Jan 10, 2024	\$96,000.00		\$89,916.00			\$96,000.00											\$96,000.00	
																			\$0.00	
																			\$0.00	
2023 Carry Forward - Capital Projects (TCA)			\$0.00	\$3,324,243.00		\$732,606.35	\$0.00	\$0.00	\$307,085.92	\$126,000.00	\$247,000.00		\$0.00	\$0.00	\$915,156.75	\$0.00	\$0.00	\$1,729,000.00	\$0.00	\$3,324,242.67
2023 Total Carry Forwards			\$0.00	\$3,756,614.00		\$2,635,499.18	\$28,536.34	\$70,400.00	\$307,085.92	\$178,105.00	\$390,978.73		\$0.00	\$0.00	\$915,156.75	\$0.00	\$0.00	\$1,874,350.94	\$0.00	\$3,764,613.68
2024 Total Capital Budget (including Carry Forwards)			\$0.00	\$8,959,549.00		#DIV/0!	\$258,536.34	\$394,400.00	\$569,085.92	\$1,088,105.00	\$641,913.73		\$62,500.00	\$0.00	\$1,345,156.75	\$918,000.00	\$0.00	\$3,681,850.94		3,764,613.68
2024 Total Capital Budget Difference From Budget to Actual				-\$8,959,549.00					\$1,222,022.26		\$1,730,018.73			Total Grants Available	\$1,359,751.00	\$925,822.73	\$0.00			
									Total Reserves		\$2,952,040.99			Balance - December 31, 2024	\$14,594.25	\$7,822.73	\$0.00			

Town of Stettler

2024 Reserves

31-Dec-23

Pre-Audit

Capital Reserves		31-Dec-21	31-Dec-22	31-Dec-23	2024 Additions	2024 Deletions	31-Dec-24
4-16-00-00-12-760	Computer	\$26,899.74	\$53,799.74	\$63,866.75		-\$16,500.00	\$47,366.75
4-16-00-00-24-760	Disaster Services	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-00-31-760	Chain Link Fence	\$9,646.00	\$9,646.00	\$9,646.00		-\$9,646.00	\$0.00
4-16-00-00-43-760	Compost Bins/Pads	\$2,880.20	\$2,880.20	\$2,880.20			\$2,880.20
4-16-00-00-56-760	Cemetery	\$2,497.40	\$2,497.40	\$2,497.40			\$2,497.40
4-16-00-00-61-760	GIS System	\$6,703.29	\$6,703.29	\$0.00			\$0.00
4-16-00-01-23-760	Fire Capital	\$770,598.99	\$917,598.99	\$265,348.99	\$100,000.00	-\$66,435.00	\$298,913.99
4-16-00-03-74-760	Senior Centre	\$19,250.00	\$19,250.00	\$15,250.00			\$15,250.00
4-16-00-01-31-760	Common Service - Equipment	\$52,172.73	\$61,852.39	\$11,852.39			\$11,852.39
4-16-00-02-32-760	Streets Improvement	\$10,200.00	\$10,200.00	\$10,200.00			\$10,200.00
4-16-00-01-33-760	Airport Capital	\$14,527.72	\$14,527.72	\$1,127.72			\$1,127.72
4-16-00-01-37-760	Drainage	\$54,581.72	\$54,581.72	\$54,581.72			\$54,581.72
4-16-00-01-74-760	Community Hall	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-01-77-760	Campground Expansion	\$20,986.21	\$20,986.21	\$20,986.21			\$20,986.21
4-16-00-02-77-760	ML Sport Park	\$16,418.68	\$16,418.68	\$16,418.68			\$16,418.68
4-16-00-03-32-760	Cemetery Road	\$148,342.90	\$148,342.90	\$148,342.90			\$148,342.90
4-16-00-03-73-760	Recreation Agreement	\$800,700.00	\$1,067,600.00	\$945,259.08	\$266,000.00	-\$180,000.00	\$1,031,259.08
4-16-00-02-41-760	WTP (membranes replacement)	\$205,545.21	\$255,545.21	\$150,000.00	\$50,000.00	-\$109,532.73	\$90,467.27
4-16-00-03-41-760	Water Dispensing System	\$3,220.28	\$3,220.28	\$3,220.28			\$3,220.28
4-16-00-01-42-760	Sewer capital	\$13,900.00	\$13,900.00	\$13,900.00			\$13,900.00
4-16-00-05-77-760	Downtown Park	\$0.00	\$0.00	\$0.00			\$0.00
4-16-00-04-77-760	Fishing Pier	\$8,780.00	\$8,780.00	\$8,780.00			\$8,780.00
4-16-00-07-41-760	East Industrial Loop Water	\$3,893.82	\$3,893.82	\$3,893.82			\$3,893.82
Total Capital Reserves		\$2,191,744.89	\$2,692,224.55	\$1,748,052.14	\$416,000.00	-\$382,113.73	\$1,781,938.41

Operating Reserves		31-Dec-21	31-Dec-22	31-Dec-23	2024 Additions	2024 Deletions	31-Dec-24
4-15-00-00-21-700	RCMP Criminal Records Fee	\$62,263.70	\$70,009.95	\$78,629.67			\$78,629.67
4-15-00-00-23-700	Rescue Unit	\$213,628.68	\$233,338.21	\$287,565.47			\$287,565.47
4-15-00-00-31-700	Land Farmed Site	\$7,650.00	\$7,650.00	\$7,650.00			\$7,650.00
4-15-00-00-32-700	Walking Path	\$35,817.14	\$35,817.14	\$0.00			\$0.00
4-15-00-00-43-700	Landfill Site Maintenance	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00
4-15-00-00-42-700	Sewer General	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-00-56-700	Perpetual Care Fund	\$66,294.08	\$70,544.08	\$80,844.08			\$80,844.08
4-15-00-00-61-700	West Stettler Planning	\$3,746.93	\$3,746.93	\$3,746.93			\$3,746.93
4-15-00-00-64-700	BOT - Community Events	\$47,609.24	\$47,609.24	\$47,609.24		-\$46,522.02	\$1,087.22
4-15-00-06-64-700	BOT Events	\$3,477.98	\$3,477.98	\$3,477.98		-\$3,477.98	\$0.00
4-15-00-00-69-700	Building Maintenance	\$39,600.00	\$41,800.00	\$44,000.00			\$44,000.00
4-15-00-00-73-700	SRC - Building Maintenance	\$9,210.47	\$9,210.47	\$9,210.47			\$9,210.47
4-15-00-00-74-700	Culture	\$126,753.17	\$129,256.17	\$45,463.87	\$15,000.00	-\$9,800.00	\$50,663.87
4-15-00-00-97-700	General	\$2,441,808.40	\$3,055,727.06	\$4,296,021.37		-\$1,088,105.00	\$3,207,916.37
4-15-00-01-12-700	Office Automation	\$2,825.15	\$2,825.15	\$2,825.15			\$2,825.15
4-15-00-01-21-700	RCMP Contract	\$399,631.67	\$532,087.47	\$532,087.47			\$532,087.47
4-15-00-01-23-700	Fire - Telus Tower	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-31-700	Salt Shed	\$0.00	\$0.00	\$0.00			\$0.00
4-15-00-01-32-700	Street Light Replacement	\$97,899.84	\$97,899.84	\$97,899.84			\$97,899.84
4-15-00-01-64-700	Beautification	\$13,138.98	\$13,138.98	\$13,138.98			\$13,138.98
4-15-00-01-41-700	Coat Exterior Reservoir	\$40,000.00	\$587.00	\$587.00			\$587.00
4-15-00-01-42-700	Sewer Offsite	\$286,918.90	\$286,918.90	\$286,918.90			\$286,918.90
4-15-00-01-61-700	SE Industrial Plan	\$50,000.00	53 \$0.00	\$0.00			\$0.00

4-15-00-01-66-700	Land Development	\$1,071,554.77	\$1,071,554.77	\$1,071,554.77			-\$200,000.00	\$871,554.77
4-15-00-01-73-700	Playground Program	\$3,000.00	\$3,000.00	\$3,000.00				\$3,000.00
4-15-00-01-77-700	Tree maintenance	\$5,950.00	\$5,950.00	\$5,950.00				\$5,950.00
4-15-00-01-69-700	Health Unit	\$12,500.00	\$12,500.00	\$12,500.00				\$12,500.00
4-15-00-01-74-700	Seniors HUB	\$10,119.46	\$16,119.46	\$9,119.46				\$9,119.46
4-15-00-02-23-700	Regional Squad Unit	\$0.00	\$0.00	\$0.00				\$0.00
4-15-00-02-32-700	Gravel	\$35,300.00	\$35,300.00	\$35,300.00				\$35,300.00
4-15-00-02-61-700	Cold lake Survey	\$13,250.00	\$13,250.00	\$13,250.00				\$13,250.00
4-15-00-02-64-700	BOT - Physician Recruitment	\$5,491.00	\$5,491.00	\$5,491.00				\$5,491.00
4-15-00-02-73-700	SRC Projector System	\$2,712.06	\$2,712.06	\$2,712.06				\$2,712.06
4-15-00-02-77-700	Community Orchard	\$10,921.76	\$25,921.76	\$25,921.76				\$25,921.76
4-15-00-03-12-700	ARB	\$6,000.00	\$6,946.00	\$6,946.00				\$6,946.00
4-15-00-03-41-700	WTS Operations	\$129.09	\$129.09	\$129.09				\$129.09
4-15-00-03-61-700	Planning	\$22,936.70	\$72,936.70	\$72,936.70				\$72,936.70
4-15-00-05-64-700	Marketing Plan	\$0.00	\$0.00	\$0.00				\$0.00
4-15-00-03-64-700	Parade Float	\$0.00	\$0.00	\$0.00				\$0.00
4-15-00-04-64-700	Trade Show	\$95,007.05	\$95,007.05	\$95,007.05				\$95,007.05
4-15-00-04-77-700	In memorium	\$23,361.14	\$23,361.14	\$23,361.14				\$23,361.14
4-15-00-03-77-700	Memorial Park	\$4,864.44	\$4,864.44	\$4,864.44				\$4,864.44
4-15-00-04-32-700	Slurry Seal	\$3,942.42	\$3,942.42	\$3,942.42				\$3,942.42
4-15-00-05-41-700	Well Building	\$50,000.00	\$50,000.00	\$50,000.00				\$50,000.00
4-15-00-07-64-700	Economic Development Incentive	\$10,000.00	\$40,000.00	\$40,000.00				\$40,000.00
4-15-00-05-12-700	Admin Sucession Planning	\$300,000.00	\$300,000.00	\$188,652.60				\$188,652.60
4-15-00-06-12-700	PY - Vacation Accrual	\$163,058.00	\$163,058.00	\$163,058.00				\$163,058.00
	COVID Municipal Operating Support transfer (MOST)	\$198,718.75	\$0.00	\$0.00				\$0.00
4-15-00-06-41-700	Water Plant - Desludging	\$210,000.00	\$280,000.00	\$350,000.00	\$70,000.00			\$420,000.00
4-15-00-07-41-700	Water Plant - Small Equip Non TCA	\$46,374.88	\$96,374.88	\$171,374.88	\$75,000.00			\$246,374.88
Total Operating Reserves		\$6,256,465.85	\$6,973,063.34	\$8,195,747.79	\$160,000.00	-\$1,347,905.00		\$7,007,842.79
4-15-00-00-98-700	Utilities - Other	\$570,198.91	\$513,382.59	\$707,375.53	\$276,645.00	-\$394,400.00		\$589,620.53
4-15-00-00-96-700	Utilities - Water	\$380,696.29	\$391,529.49	\$306,270.29	\$58,756.00	-\$258,536.34		\$106,489.95
4-15-00-00-95-700	Contingency Reserve - Interim Budget - Available for Capital	\$355,417.67	\$527,611.76	\$176,616.32	\$614,396.00	-\$569,085.92		\$221,926.40
Total Interim Budget - Available for Capital (rates /tax)		\$1,306,312.87	\$1,432,523.84	\$1,190,262.14	\$949,797.00	-\$1,222,022.26		\$918,036.88
Total Operating Reserves		\$7,562,778.72	\$8,405,587.18	\$9,386,009.93	\$1,109,797.00	-\$2,569,927.26		\$7,925,879.67
Total Capital & Operating Reserves		\$9,754,523.61	\$11,097,811.73	\$11,134,062.07	\$1,525,797.00	-\$2,952,040.99		\$9,707,818.08
								\$9,707,818.08

TOWN OF STETTLER
CU BANK RECONCILIATION for Vision Credit Union
AS OF Oct 31 , 2024

Net Balance at End of Previous Month	\$ 15,233,987.97
ADD: General Receipts (summarized below)	1,668,764.05
Interest Earned (Prime 7.20% less 1.60% = 5.60%)	58,753.53
Investments Matured	-
SUBTOTAL	16,961,505.55
LESS: General Disbursements	1,705,820.98
Payroll	311,943.62
Investments	-
Debenture Payments	-
Returned Cheques	1,411.36
Bank Charges	630,378.94
SUBTOTAL	2,649,554.90
NET BALANCE AT END OF CURRENT MONTH (General Ledger)	\$ 14,311,950.65

Balance at End of Month - Bank	14,756,144.68
ADD: Outstanding Deposits	129,238.75
LESS: Outstanding Cheques	573,432.78
NET BALANCE AT END OF CURRENT MONTH (Bank)	\$ 14,311,950.65

<u>INVESTMENTS:</u>	
US Bank Account	502,346.69
US Bank Interest	106.37
SUBTOTAL	502,453.06
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 14,814,403.71

THIS STATEMENT SUBMITTED TO COUNCIL THIS 2th DAY OF Nov, 2024

MAYOR	ASSISTANT CAO
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	A	B	C
2	GENERAL RECEIPTS SUMMARY		
3	AB Health Service	Rental- Kennedy	17,799
4	Apex	Franchise Fee	68,469
5	Atco Electric	Franchise Fee	38,424
6	BOT	Salary Reversal	20,442
7	BOT	Provincial Grant	9,474
8	CCBF Municipal	Grant	381,774
9	County of Stet	Fire Service Agree	23,066
10	County of Stet	Water	5,484
11	FSCC	Q4	41,054
12	Gov't Alberta	Fine	3,861
13	Gov't Alberta	GST	45,682
14	HWY12/21	Water	41,251
15	Libaray	Salary Reversal	46,787
16	Rec	Ice Fee	5,355
17	REC	School Lesson	9,425
18	REC	Summer Ice Rental	10,558
19	SMRWSC	Water	70,736
20	Tax	AR	306,077
21	Utility	AR	342,688
22	WMA	Waste Management	7,117
23	Other		173,241
24		Total	1,668,764

TO: Town of Stettler Council

DATE: 2024 11 19

FROM: Leann Graham
CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT – OCTOBER 2024

CAO – LEANN GRAHAM

*September and October

1. Meetings:

- o Town Council
- o Committee of the Whole
- o Staff and Department Head
- o Daily Office Meetings
- o Weekly Meetings with Mayor Nolls
- o General Administrative Staff Meetings
- o Fire Staff Meetings
- o Joint Health and Safety
- o Stettler Regional Board of Trade
- o Asset Management
- o Personnel Meetings – 2 Union matters
- o Safety Pre-Audit
- o SRC Facility Maintenance
- o BOT Admin
- o Alberta Municipalities Convention and Ministry Meetings
- o National Day for Truth and Reconciliation Events
- o Town Life Planning Meetings
- o Rescue 14 financial review
- o Parks and Open Spaces
- o Library Lease
- o Fire Operations
- o Town Office Admin
- o SRO Funding
- o Equitable Life Benefits Renewal
- o All Department Budget Meetings
- o Dynamic GP – Review & plan for transition to new financial software
- o Joint Administration Building Repairs
- o Meeting with Clearview Superintendent
- o Physician Recruitment Meeting with County of Stettler
- o Physician Luncheon
- o Personnel Matter Incident/Grievance Investigation
- o Insurance re: Joint Admin Building
- o IDP Meetings

2. Projects:

- o Council Agendas
 - Staff Reports Review and Preparation
- o Clearview Shared Facility Agreement Review

- o Human Resource Matters
- o Budget Review
- o Development Officer Training/Mentorship
- o Administrative and Staff Matters
- o Ratepayer and Community Partner Matters
- o SFRD Agreement Management
- o Joint Administration Building Insurance
- o Xplore Tower Request
- o Organizational Policy Review
- o Town Office Facility Inspection and Planning
- o Fire Agreement Financials
- o Safety Audit
- o Employee Attendance Policy
- o Personnel Union Matters
- o ODR Contract
- o AHS Mowing Agreement
- o SRO Funding Review
- o Town Life Review
- o Physician Recruitment
- o Library Lease
- o IDP
- o Parks Master Plan review
- o Tree Policy direction
- o Joint Admin Building Repairs
- o Franchise Fee review
- o Union Grievance Investigation
- o HYC Lease

ASSISTANT CAO – KIM HYMERS

1. Meetings attended included:
 - o Council
 - o Staff
 - o Department Head
 - o Committee of the Whole
 - o Economic Development
 - o Clean Energy Improvement Program Round table – New Legislation
 - o Citywide Check-ins
 - o Clean Energy Improvement Program Check In
 - o Clean Energy Improvement Program Legislation Changes-Roundtable
 - o Alberta Municipalities
 - o Pre operating Budget Meeting with CAO
 - o Economic Development Conference
 - o Non-Residential Tax Incentive Update
 - o GP Webinar – update on future support of financial system
 - o Joint Meeting with Clearview-Repair/Renovation for Admin Office
 - o Operating Budget Meetings with all Departments

2. Projects worked on included:

- o Policy Review – read and review policies
- o Bylaw Review – read and review bylaws
- o Financial Reports
- o Month End Financial Reporting
- o Payroll Budget Finalization
- o Tangible Capital Asset Spreadsheet for Citywide
- o Department Head Operating Budget
- o F9 Reports Update
- o Continued training with Manager of Accounting & Financial Services
- o Clean Energy Improvement Legislation Changes/Impacts
- o Economic Development Prep – Housing Co-op Requirements
- o Capital Budget Prep for Department
- o Admin Operating Budget
- o Payroll Budget
- o Utility Budget
- o Review Insurance Budget
- o Review Debenture Budget
- o Assist Departments with Budgets
- o Financial Statements

DIRECTOR OF OPERATIONS – MELISSA ROBBINS

- Vacation Oct. 24-28
- Sump pump update to Council
- Okoppe Way Fence and design elements and committee meeting
- Circular Materials Webinar
- Asset Management – ongoing
- Emergency response planning
- Met with potential developers of properties – servicing, road improvement questions
- Cold Storage Replacement construction continues
- Airport Runway Rehabilitation construction substantially completed.
- Garbage/Recycling Contracted services RFP
- Water Sharing Provincial Drought management monthly meeting
- Water Reservoir Upgrades – valve location discussions
- Departmental Operating Budget 2025-2027
- Parks and Public Works Planning Meeting
- Shop Mechanic interview and new hire
- Human Resource matters
- Capital projects – end of year wrap up, inspections and payments
- Receiving Water Body Assessment continues

TRANSPORTATION – SARAH MCCRINDLE

- Asphalt patching
- Sweeper out picking up leaves
- Grader to finish the last round of lanes for the year
- Landscape behind the new sidewalks

- Tested out the new Christmas tree holder
- Ground down a sidewalk after a homeowner complaint
- Built a new shelving unit in our barricade shed to hold all of signs
- Cleaned catch basins as needed
- Applied asphalt millings and a dust control product to all the patches on 47ave from the water line replacement
- Crosswalk and traffic light inspections
- Dig and fill graves as needed
- Fixed drainage in a lane off of 61st
- Checked over all the pole Christmas decorations
- Haul excess material to the regional land fill
- Put the speed trailer out on 51ave
- Filled potholes
- Put wreaths on columbarium as needed
- Cleaned up asphalt trailer for the winter
- Hauled clay to the fas gas tot lot for parks to landscape
- Demoed a Odra sweeper
- Winterized rollers
- Demoed a Elgin sweeper
- Cleaned ditch at snow dump
- Dug and filled cremations when needed
- Garbage can repair when needed
- Cleaned out the east cell of the snow dump
- Pushed up the material that was hauled into the shop yard
- Cleaned up the compost site
- New tires on the Cat loader
- Hauled material for the Wright Builders for back filling around the foundation of the new shop
- Worked on operational budget
- Sign repair when needed
- 2 loads of gravel to the campground for parks
- Turned on the heaters for the traffic lights
- Put up snow fence
- Cleaned out the bins at the cemetery
- Pulled out the old light post cement at the firehall and landscaped
- Removed an old culvert at TKS
- Installed a new break away and signs at the entrance at the arena
- Gound down the asphalt in the lane by Okoppe way for a drainage issue
- Put the sander on the 1 ton
- Put the sander on our tandem
- Change the mold board on the grader
- Took parks tractor out to the water treatment plant for the winter
- Put the sweeper away for the winter

DIRECTOR OF PARKS & LEISURE SERVICES

- To be provided at a later date

PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

1. Building Permit Activity to Date

	2024 Permits to October 31, 2024	2023 Permits to October 31, 2023
Institutional	\$1,039,720.00	\$155,000.00
Industrial	\$978,000.00	\$118,412.00
Commercial	\$1,446,601.00	\$3,307,525.00
Residential	\$2,034,718.00	\$2,532,481.00
Total	\$5,499,039.00	\$6,113,418.00

2. Projects:

- Land Sale(s)
- Wellings Development
- Economic Development Committee Initiative
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Intermunicipal Development Plan
- Rezoning Applications
- Leasehold Agreements
- Okoppe Way
- Budget

3. Meetings:

- Intermunicipal Development Plan
- Council Meeting
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head
- Health Unit
- Municipal Planning Commission
- Economic Development
- Okoppe Way

WATER – GRANT MCQUAY

- 1) Rounds, readings and locates
- 2) Dig site maintenance
- 3) Weekly cleaning of WTS sanitary tank's
- 4) CL17 analyzer bottles changed out.
- 5) Flushed grease mat at A lift station

- 6) Curbstop repair's
- 7) Turning off CC's for plumbing repairs/non payment
- 8) Weekly water distribution sampling for bacti and chlorine residuals.
- 9) Weekly testing for lift station emergency system.
- 10) Sewer backups and responding to customers
- 11) Sewer service repairs
- 12) Water Service leak repairs
- 13) Weekly Wastewater sampling.
- 14) Weekly Wastewater treatment.
- 15) Water Meter changes.
- 16) Aeration system, monitored quality of treatment
- 17) Council Meeting/Safety meeting
- 18) Worked on Shop projects
- 19) Water Main Valve repairs.
- 20) cleaning of screen in MH#2 at Lagoons
- 21) Lowered lagoon levels for winter storage and shut down flow to Wetlands.
- 22) Fall Hydrant flushing program
- 23) Winterizing hydrants
- 24) Pump water out of Air release manholes/WTP manhole/Erskine listening tube.
- 25) Courses for certification
- 26) Hauled material to landfill
- 27) Replaced one section of the Wetlands header

PARKS & LEISURE FOREMAN – DESIRAE PERRY

- Monthly staff meeting
- Parks/Public Works Meeting
- Post Council Meetings
- P&L Budget meeting
- Met with CAO
- Opened Red Arena ice surface
- Closed down and winterized campground
- Landscaped the new Rosedale Playground; removed fencing and signage to open playground
- Took out plants on Main Street raised beds
- Sent out and received flower tenders
- Mowing and weed eating
- Playground audits
- Building Inspections
- Remove cement planters off of main street corners and bulbs
- Regular ice maintenance and upkeep
- Worked on tree list
- Levelling campsites
- Cleaned graffiti off at Rosedale Playground
- Worked on PW tree list
- Commenced putting lights up at the Campground
- Put stakes in ground around perimeter of skating oval

- Weekly Garbage Run and outdoor upkeep
- Received new John Deere 11' mower
- Tree Removal
- Upkeep of SRC and cleanup after regular/usual ice usage
- Completed Job Descriptions

TOWN OF STETTLER FIRE CHIEF – MARK DENNIS

1. Training
 - Oct 5-6 NFPA 1002 pump operations
 - Oct 7 Food Bank Blitz
 - Oct 14-18 Rope Rescue Technician recertification Canmore
 - Oct 19-20 NFPA 1002 pump operations
 - Oct 27 NFPA 1002 pump operation
 - Oct 28 Officer meeting
2. Fire Department Operations
 - CAO - FD budget meeting
 - Complete draft operation budget
 - Pour and place new concrete foundation to replace damaged emergency light foundation.
 - Remove North West parking lot light and post for TOS removal of foundation to provide space for TOS water valve replacement project.
 - Order new light post, anchor kit to replace parking lot light foundation.
 - Stettler Electric completed electrical connection and remote switching for fire station emergency lights on the east side of fire station
 - September 16 went live with AFRRCS radio system
 - Capital budget planning for future projects
 - Brogan completed breathing air compressor maintenance and air sample taken for analysis
 - Stettler communication tower review/discussion regarding Xplore Inc. proposal
 - Ongoing replacement Fire Engine specification and design document preparation for Tender submission
 - Ongoing fire safety inspections and pre planning, fire safety public education, incident investigations, fire cause determination submission to AB gov

WATER TREATMENT PLANT SUPERVISOR - CHRIS SAUNDERS

1. Yearly fire extinguishers maintenance and certification carried out by Contact Safety.
2. Van Electric installed new LED lighting in the high lift area. The old 4 foot tube lighting fixtures were hard to get at when changing out tubes and were a safety issue. The new lights are way more economical and have been placed where it is easy to do maintenance. Many of the old fixtures were in the way of the crane monorail and had to be removed anyway.
3. The Hach Rep was out for a meeting to see what may be done about the HACH AMC 5500 monochloramine analyzer. It has not been reliable for the past couple of years

even though they have changed out all parts in the past few visits. It was sent into the HACH shop for servicing and sent back to us with a report saying it was working within tolerance.

When we put it back into service, we found it to be way out of tolerance. They have not gotten back to us with any solutions to this problem as of yet.

4. **We were having problems getting proper customer care from the Calgary Poulin's Pest Control office so we have switched to the Edmonton office. We now have a service tech that has been with the company for many years and we are assured that we will get good service here on out.**
5. The staff have been busy with safety courses as well as CEU courses for certification this month.
6. Elite Coatings out of Calgary is scheduled to apply the chemical resistant coating to our Sodium Hypochlorite containment are in the first part of November.
7. Score will be building the two tier ladder and platform for the chemical injection site safe access for maintenance purposes in the Micro Filter building.
8. **A new Feed Pump VFD is on order. One of the Feed Pump VFD's has been replaced already. A second old VFD had to be repaired with parts taken from the first old VFD that was replaced. We had kept the old VFD for spare parts. The new VFD will be on site for when one of the old VFD's fails.**
9. We are still working on the plant computer upgrade capital project which will be completed by years end. The Pall Membrane system is still to be completed.
10. We are in the process of repurposing the old chlorine injection room into a shop and parts storage area for the Micro Filter building.
11. The algaecide and potassium permanganate systems have both been shut down for the winter season.
12. Vortex was in to do pump clearance checks and adjustments on our low lift, raw water and high lift pumps to optimize our pump capacities. Many of the pumps were found to be out of clearance by quite a bit.
13. Routine monthly maintenance carried out.

DIRECTOR OF INFORMATION SERVICES – GRAHAM SCOTT

Meetings:

- October 1st to 4th – Emergency Information Officer training
- October 9th – Okoppe Way meeting
- October 15th – Emergency Social Services training (Donations Management)
- October 16th – Economic Development meeting
- October 17th – Diamond, finance software information session
- October 17th – Information Services operating budget meeting
- October 20th – Speaking engagement in Red Deer
- October 23rd – Emergency Social Services basics webinar
- October 30th – Finished Geo Apps course
- Staff & Department Head meetings
- Daily office meetings
- Weekly IT meetings

Projects of note include:

- Operating budget review

- Appointment to 2025 AB Muni. Sustainability and Environment Committee
- Researched and ordered 2024 imagery
- Put my name forward to speak on the 2023 Drayton Valley/Brazeau County wildfire response
- Assessment of MCCAC programs
- Worked with Apex utilities on some addressing issues
- Assisted with the efforts to clean up office storage
- Began efforts to prepare and find training for the 2025 elections
- Started to look at new finance software options for the municipality
- Continued work on Asset Management
- Work on department strategic and training plans
- Fulfilling mapping/printing requests
- Mapping and database updates (paper, electronic and webmap)

REGIONAL FIRE MANAGER – IVAN DIJKSTRA

1. Meetings attended included:

- Town Administration Meeting,
- County Administration Meeting,
- County Budget Meeting/Discussion
- Town Budget Meeting/Discussion
- Station 1 joint training attendance

2. Projects worked on included:

- Assist fire investigation & emergency incident responses, and call entry data maintenance
- Conducted NFPA 1002 Pump training October 5&6, 19&20, students' exam on October 27th. All 10 students passed the practical exam, 6 students passed the theory exam, and 4 students will be rewriting theory exam in December.
- Initial AFRRCS Pager roll-out in October successful. Additional pagers ordered in October, received in early November.
- AFRRCS In-Vehicle repeater remains outstanding, work with Vendor to get unit in service
- 5 Members (2 Town, 2 Joint, 1 County) attended technician rope recertification in Canmore from October 15 till 18. All successfully recertified.
- Continued budgets 2025 preparation for Town and County.
- Initiated planning for station year-end functions.
- Safety codes: conducted fire inspection of property in Town of Stettler with follow up as ownership changed. Conducted fire inspection of property in the County for potential National Fire Code Alberta Edition contraventions.
- Reviewed in consultation with CAOs initial pre-design report from architect. Feedback provided to architect.
- Continued Standard Operating Policy development for SRFD in preparation for potential Fire Advisory meeting in November.
- Year-to-Date SRFD Incident Statistics as of October 31, 2024:

	SRFD	Town	County
Fire Dollar Loss	14	7	7
Fire No Dollar Loss	35	6	29
Medical Assists	44	24	20
MVC	27	8	19
Alarms Ringing	64	50	14
Hazmat	3	3	0
Water Rescue	3	0	3
Other	8	5	3
TOTAL Incidents	198	103	95
Total Staff Hours Incidents (hrs)	1879	607	1271

Leann Graham
 CAO

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	77562
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Aspen Ford Sales Ltd.	77562	2024-11-05	\$66,078.10
Invoice Description	Invoice Number	Invoice Amount	
Water - Ford Super Duty	TOWN241104	\$66,078.10	
	Total Cheques		\$66,078.10

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77563	77563
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Telus Communications	77563	2024-11-07	\$2,548.33
Invoice Description	Invoice Number	Invoice Amount	

Telus Communication October	2024.10.23	\$2,548.33	

Total Cheques			\$2,548.33
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77564	77564
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Elite Coatings Canada Inc	77564	2024-11-12	\$6,226.29

Invoice Description	Invoice Number	Invoice Amount	
WTP - Epoxy Floor System	670.	\$6,226.29	

	Total Cheques		\$6,226.29
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77565	77585
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
BLM Centrifugal Solutions	77565	2024-11-15	\$1,294.00

Invoice Description	Invoice Number	Invoice Amount	
Sewer - Lift B Station	I-34028	\$1,294.00	

Central City Asphalt Ltd.	77566	2024-11-15	\$1,479,487.60

Invoice Description	Invoice Number	Invoice Amount	
Airport - Runway Rehab	TS116	\$1,479,487.60	

Cody Falardeau	77567	2024-11-15	\$223.07

Invoice Description	Invoice Number	Invoice Amount	
Water - Refund Credit Balance	2024.11.08	\$223.07	

Corspraying	77568	2024-11-15	\$2,583.81

Invoice Description	Invoice Number	Invoice Amount	
Shop - Spraying in Yard	2463	\$352.08	
P&L - Orchard Spraying	2458	\$796.88	
P&D - Weed Control	2464	\$1,434.85	

County of Stettler Housing Ath	77569	2024-11-15	\$185,984.00

Invoice Description	Invoice Number	Invoice Amount	
3rd Qtr Req Payment	2024-REQ03	\$92,992.00	
4th Qtr Req Payment	2024-REQ04	\$92,992.00	

Dave Burrell	77570	2024-11-15	\$51.52

Invoice Description	Invoice Number	Invoice Amount	
Water - Refund Credit Balance	2024.11.12	\$51.52	

Norman, Laura	77571	2024-11-15	\$1,702.13

Invoice Description	Invoice Number	Invoice Amount	
HBC - Soil Admendments	2024.10.29	\$1,702.13	

Ornamental Bronze Limited	77572	2024-11-15	\$147.00

Invoice Description	Invoice Number	Invoice Amount	
Cemetery - Date Tab	109443	\$147.00	

PSD Citywide	77573	2024-11-15	\$5,836.25

Invoice Description	Invoice Number	Invoice Amount	
Engineering Admin - Asset Mgnt	22551	\$5,836.25	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Receiver General for Canada	77574	2024-11-15	\$53,075.58

Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP23-24	\$42,323.42	
Town Tax Remittance	PP23-24.	\$5,872.14	
BOT Tax Remittance	PP23-24.BOT	\$1,893.39	
Library Tax Remittance	PP23-24.LIBRAR	\$2,986.63	

Ruby Rock Group	77575	2024-11-15	\$498,858.73

Invoice Description	Invoice Number	Invoice Amount	
Roads - Roads - Hwy 12 & 56	TS119	\$498,858.73	

Rural Municipalities of Albert	77576	2024-11-15	\$261.45

Invoice Description	Invoice Number	Invoice Amount	
Admin - Associate Membership	RMA010706	\$261.45	

Seak Hawk	77577	2024-11-15	\$4,005.54

Invoice Description	Invoice Number	Invoice Amount	
Fire - Install Gas Heater	M24-4293	\$4,005.54	

Sharpe, Ashley	77578	2024-11-15	\$121.80

Invoice Description	Invoice Number	Invoice Amount	
SRC - Clothing Allowance	2024.11.01	\$121.80	

Spiral Mobility	77579	2024-11-15	\$126.00

Invoice Description	Invoice Number	Invoice Amount	
Trans - Fix Beacons	18585	\$126.00	

Stettler Tool & Hardware	77580	2024-11-15	\$3,183.33

Invoice Description	Invoice Number	Invoice Amount	
Trans - Nailer	10016136	\$614.18	
Water - Flashlight	10016318	\$94.49	
Trans - Batteries & Chargers	10016367	\$1,102.43	
Trans - tools	10016394	\$102.88	
Water - Batteries	10016497	\$796.87	
Trans - Drill Bits	10016698	\$472.48	

Thinktel Communications	77581	2024-11-15	\$164.56

Invoice Description	Invoice Number	Invoice Amount	
Office - Telephone	1351289	\$164.56	

Trail Tire	77582	2024-11-15	\$1,793.40

Invoice Description	Invoice Number	Invoice Amount	
Water - New Tires	27831	\$1,793.40	

Turbine-X Energy Inc	77583	2024-11-15	\$73.12

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Water - Refund Credit Balance		2024.11.13	\$73.12
Uline Canada Corporation	77584	2024-11-15	\$1,596.36
=====			
Invoice Description		Invoice Number	Invoice Amount
WTP - Work Bench		15142041	\$1,596.36
William Dunstan	77585	2024-11-15	\$41.57
=====			
Invoice Description		Invoice Number	Invoice Amount
Water - Refund Credit Balance		2024.11.12	\$41.57
Total Cheques			\$2,240,610.82
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0008190	EFT0008247
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
969754 Alberta Ltd.	EFT0008190	2024-11-19	\$189.00

Invoice Description	Invoice Number	Invoice Amount	
HBC - Lunch	352	\$189.00	

Admiral Welding Ltd.	EFT0008191	2024-11-19	\$34,319.36

Invoice Description	Invoice Number	Invoice Amount	
Park - Board Install	1209	\$1,170.75	
Park - Board Install	1210	\$17,457.30	
Park - ODR Work	1211	\$9,843.75	
Park - ODR Material	1212	\$5,847.56	

Ainsworth Inc.	EFT0008192	2024-11-19	\$1,931.21

Invoice Description	Invoice Number	Invoice Amount	
Pool - Software Maintenance	SCPAY014151	\$1,931.21	

Alberta Animal Services	EFT0008193	2024-11-19	\$15,460.37

Invoice Description	Invoice Number	Invoice Amount	
October - Bylaw Enforcement	11312	\$15,460.37	

APEX Supplementary Pension Pla	EFT0008194	2024-11-19	\$371.22

Invoice Description	Invoice Number	Invoice Amount	
Sub Pension Plan Remit	PP23-24	\$371.22	

Bemoco Land Surveying Ltd.	EFT0008195	2024-11-19	\$2,000.25

Invoice Description	Invoice Number	Invoice Amount	
Subd Land Dev - Survey	53229	\$2,000.25	

Brenntag Canada Inc.	EFT0008196	2024-11-19	\$3,626.70

Invoice Description	Invoice Number	Invoice Amount	
WTP - Chemicals	46888526	\$4,414.20	

Brugman, Etienne J. L.	EFT0008197	2024-11-19	\$356.00

Invoice Description	Invoice Number	Invoice Amount	
Fire - Travel & Sub	2024.11.04	\$356.00	

Canadian Union of Public Emplo	EFT0008198	2024-11-19	\$715.00

Invoice Description	Invoice Number	Invoice Amount	
AP - Union Dues	PP23-24	\$715.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Capital H2O Systems Inc.	EFT0008199	2024-11-19	\$352.80
Invoice Description	Invoice Number	Invoice Amount	
WTP - Pump Tubes	20218	\$352.80	
Chapman Riebeek	EFT0008200	2024-11-19	\$27.56
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - Oct Services	2411013	\$27.56	
Chemical Industries (Alberta)	EFT0008201	2024-11-19	\$4,159.05
Invoice Description	Invoice Number	Invoice Amount	
Cemetery & Park - Dust Control	AB24-1153	\$4,159.05	
Cinder MSP	EFT0008202	2024-11-19	\$4,151.70
Invoice Description	Invoice Number	Invoice Amount	
Computer - New Computers	2036	\$4,151.70	
Clearview Public Schools	EFT0008203	2024-11-19	\$165.10
Invoice Description	Invoice Number	Invoice Amount	
Office - Oct Expenses	7306	\$165.10	
Combat Spraying Ltd.	EFT0008204	2024-11-19	\$2,992.50
Invoice Description	Invoice Number	Invoice Amount	
Park - Portable Toilets	7487	\$892.50	
Park - Portable Toilets	7480	\$2,100.00	
Contact Safety Service Ltd.	EFT0008205	2024-11-19	\$469.35
Invoice Description	Invoice Number	Invoice Amount	
WTP - Monitor O2 Sensor	15736	\$469.35	
Dodd, Sonia	EFT0008206	2024-11-19	\$102.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - travel	2024.10.18	\$102.00	
E360S Environmental 360 Soluti	EFT0008207	2024-11-19	\$28,171.45
Invoice Description	Invoice Number	Invoice Amount	
Oct Waste & Recycle	RD0000342989	\$28,171.45	
Ember Graphics	EFT0008208	2024-11-19	\$1,132.95
Invoice Description	Invoice Number	Invoice Amount	
Saftey Day - Mugs	9845	\$1,132.95	
GT Hydraulic & Bearing	EFT0008209	2024-11-19	\$2,151.46
Invoice Description	Invoice Number	Invoice Amount	
Trans - Grease	000-422670	\$396.37	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop - Hydraulic Plugs	000-423002		\$399.34
Trans - Re-seal Ram	999-030638		\$659.94
Trans - Unit #108	000-423567		\$68.54
Trans - Fittings for SkidSteer	000-422557		\$24.99
Water - Cable Push	000-422448		\$147.31
Parks - Air Compressor	000-422833		\$141.81
Water - Air Panel	000-423789		\$152.77
Hydrovac - Filter	000-423790		\$53.02
Trans - O ring	000-422877		\$0.42
Snow Removal -	000-423343		\$34.68
Trans - Unit #24 Repairs	000-423099		\$72.27

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 Heartland Auto Supply EFT0008210 2024-11-19 \$5,267.61

Invoice Description	Invoice Number	Invoice Amount
Trans - Flagging Tape	001-582542	\$8.44
Trans - Paper Towel	001-582802	\$196.06
Trans - Wire for Tree & Fence	001-582841	\$114.59
Water - For Welding Projects	001-583599	\$73.89
Water - Shop Projects	001-583676	\$8.92
Trans-Parts for Air Compressor	001-583756	\$17.53
Trans - High Vis Coats	001-583061	\$146.00
Sewer - Lift A Heater	001-583500	\$165.06
Shop - Supplies	001-583747	\$554.42
Street Clean - Collant Pump	001-583270	\$389.00
Water - Back up Alarm	001-584156	\$29.04
Trans - Battery Disconnect	001-584308	\$76.60
Cemetery - Lube & Oil Filter	001-583346	\$54.79
Trans - Oil Filter	001-584165	\$21.74
Trans - Unit #117	001-582373	\$47.16
Shop - Air Element	001-582761	\$36.05
Trans - Unit #174	001-583265	\$243.89
Water - Oil Filter	004-584433	\$21.74
Trans - Air Element	001-582655	\$172.71
Hydrovac - Repair Parts	001-582926	\$338.08
Water - Head Cap Screw	001-584514	\$28.40
Water - Towel Cleaner	001-583970	\$27.17
Trans - oil Filter	001-583080	\$46.98
Snow Removal - Parts	001-583850	\$143.97
Snow Removal - Quick Pin	001-583911	\$2.14
Trans-Parts for Air Compressor	001-584470	\$156.14
Shop - Supplies	001-582128	\$1,600.07
Water - Repair Parts	001-581965	\$158.85
WTP - Repair Parts	001-581963	\$218.32
Park - Wiper Baldes	001-583220	\$34.73
Trans - Repair Parts	001-583221	\$11.59
Trans - Tools	001-582806	\$123.54

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 Hitch to Headlights EFT0008211 2024-11-19 \$4,711.14

Invoice Description	Invoice Number	Invoice Amount
Hydrovac - Service	6887	\$1,016.09
Trans - Service Unit #24	6890	\$1,052.76
Trans - Equip Repair	6892	\$727.38
Water - Service Unit #3	6893	\$840.92
Trans - Service Unit #86	6900	\$1,073.99

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 Hydrasurvey Ltd. EFT0008212 2024-11-19 \$4,725.00

Invoice Description	Invoice Number	Invoice Amount
Sewer - Sludge Survey	2411-04	\$4,725.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
IJD Inspections Ltd.	EFT0008213	2024-11-19	\$1,752.94

Invoice Description	Invoice Number	Invoice Amount	
P&D - SCC Fees	010-20242	\$1,752.94	

Industrial Machine Inc.	EFT0008214	2024-11-19	\$152.46

Invoice Description	Invoice Number	Invoice Amount	
SRC - Zamboni	50485	\$152.46	

Infor (Canada) Ltd.	EFT0008215	2024-11-19	\$488.97

Invoice Description	Invoice Number	Invoice Amount	
Computers - Annual Maintenance	P-378313-CA02B	\$488.97	

Jeremy Verhoven Trucking	EFT0008216	2024-11-19	\$3,465.00

Invoice Description	Invoice Number	Invoice Amount	
Draunage - Truck for Snow Dump	2228	\$3,465.00	

Joe Johnson Equipment	EFT0008217	2024-11-19	\$2,285.71

Invoice Description	Invoice Number	Invoice Amount	
Street Clean - Side Brooms	P45108	\$1,421.60	
Street Clean - Drag Shoes	P45038	\$864.11	

Kathy's Printing Service	EFT0008218	2024-11-19	\$4,491.90

Invoice Description	Invoice Number	Invoice Amount	
PR - Fall 2024 Town Life	7010	\$4,491.90	

Ken-Mar Concrete	EFT0008219	2024-11-19	\$4,000.99

Invoice Description	Invoice Number	Invoice Amount	
Water - Import Gravel	2222	\$4,000.99	

Local Authorities Pension Plan	EFT0008220	2024-11-19	\$31,032.78

Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP23-24	\$31,032.78	

Manalastas, Victor	EFT0008221	2024-11-19	\$3,412.50

Invoice Description	Invoice Number	Invoice Amount	
Office - janitor	22	\$3,150.00	
Fire - Joint Janitor	23	\$262.50	

McCallum, Neil	EFT0008222	2024-11-19	\$78.73

Invoice Description	Invoice Number	Invoice Amount	
Water - Clothing Allowance	2024.11.05	\$78.73	

MPE Engineering Ltd	EFT0008223	2024-11-19	\$10,036.95

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Sewer - Waterbody report	4360-002-00-06		\$10,036.95
NextGen Automation	EFT0008224	2024-11-19	\$931.80
Invoice Description	Invoice Number	Invoice Amount	
Office-Photocopies &water Bill	624068		\$931.80
OK Tire Stettler	EFT0008225	2024-11-19	\$60.38
Invoice Description	Invoice Number	Invoice Amount	
Water - Tire Repair	IN114091		\$60.38
Peavey Mart	EFT0008226	2024-11-19	\$321.43
Invoice Description	Invoice Number	Invoice Amount	
P&L - Alberta Flags	2006308005		\$48.16
parks - Weed Eater Bolts	2004696003		\$5.47
Water - batteries	2004474003		\$20.99
Cemetery - new Lock	2005797003		\$27.39
WTP - Supplies	2024.10.22		\$188.99
Water - String Line	2008862004		\$30.43
Perry, Desirae	EFT0008227	2024-11-19	\$178.49
Invoice Description	Invoice Number	Invoice Amount	
SRC - Clothing Allowance	2024.11.06		\$178.49
Rally Rentals	EFT0008228	2024-11-19	\$65.16
Invoice Description	Invoice Number	Invoice Amount	
Shop - Parts for Welder	4689		\$65.16
Receiver General for Canada	EFT0008229	2024-11-19	\$362,408.00
Invoice Description	Invoice Number	Invoice Amount	
RCMP - 2nd Qtr Payment	7006907		\$362,408.00
Roadway Traffic Products	EFT0008230	2024-11-19	\$8,089.67
Invoice Description	Invoice Number	Invoice Amount	
SRC - Post & Brwakaways	12149		\$1,035.77
Traffic & Signs - No Parking	12179		\$7,053.90
Saunders, Chris	EFT0008231	2024-11-19	\$85.65
Invoice Description	Invoice Number	Invoice Amount	
WTP - Reimburse Meals	2024.11.05		\$85.65
Schwartz Home Building Centre	EFT0008232	2024-11-19	\$14.15
Invoice Description	Invoice Number	Invoice Amount	
Trans - Tools	882520		\$167.99
Sienna's Cleaning	EFT0008233	2024-11-19	\$800.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Janitor	175694		\$800.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Agri-Centre	EFT0008234	2024-11-19	\$19.94
Invoice Description	Invoice Number	Invoice Amount	
Park - Bar Oil	31415S	\$19.94	
Stettler Building Supplies Ltd	EFT0008235	2024-11-19	\$5,120.91
Invoice Description	Invoice Number	Invoice Amount	
P&L - Planks	AM8222	\$44.71	
Arena - Paint for Hub	AM8279	\$27.29	
trans - Wood	AM9137	\$15.30	
Trans - Okoppe Way	AM9627	\$962.43	
Office - Cabinet Down Stairs	AM9529	\$96.48	
Trans - Okoppe Way	AM9722	\$89.15	
Trans - Cement Breakaways	AM9779	\$89.15	
Trans - Materials	AM9778	\$3,766.08	
Trans - Tools	AM9870	\$30.32	
Stettler Equipment Sales & Ren	EFT0008236	2024-11-19	\$5,722.50
Invoice Description	Invoice Number	Invoice Amount	
Trans, Snow Removal - Rentals	151540	\$5,722.50	
Stettler Flooring	EFT0008237	2024-11-19	\$16.75
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Carpet Adhesive	78625	\$16.75	
Stettler & District Handibus	EFT0008238	2024-11-19	\$200.45
Invoice Description	Invoice Number	Invoice Amount	
Handibus - Utilities	4156	\$200.45	
Stettler Telephone Answering S	EFT0008239	2024-11-19	\$157.50
Invoice Description	Invoice Number	Invoice Amount	
WTP - Nov Working Alone	180	\$157.50	
Superior North America Inc.	EFT0008240	2024-11-19	\$7,241.61
Invoice Description	Invoice Number	Invoice Amount	
Drainage - Nozzle	41615S	\$915.85	
Drainage - Nozzles	41639S	\$568.05	
Sewer - flushing	41616S	\$5,757.71	
Team Aquatic Supplies Ltd.	EFT0008241	2024-11-19	\$1,260.84
Invoice Description	Invoice Number	Invoice Amount	
Pool-Resale, Freight, Uniforms	IN305853	\$1,260.84	
TJ Paving Ltd.	EFT0008242	2024-11-19	\$76,836.30
Invoice Description	Invoice Number	Invoice Amount	
Holdback Releases	PPC#3 TS117	\$76,836.30	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Vortex Production Services Ltd	EFT0008243	2024-11-19	\$789.58

Invoice Description	Invoice Number	Invoice Amount	
WTP - Pumps Clearance	SPS0231883	\$789.58	

Westvac Industrial Ltd.	EFT0008244	2024-11-19	\$3,468.11

Invoice Description	Invoice Number	Invoice Amount	
Equip - Repair Hydrovac	P02687	\$2,644.20	
Equip - repair Hydrovac	P14174	\$823.91	

Woody's Automotive Ltd.	EFT0008245	2024-11-19	\$1,278.25

Invoice Description	Invoice Number	Invoice Amount	
Trans - Wire	612-905761	\$82.80	
Arena - Tool Bit	612-906111	\$38.82	
WTP - Coolant Filter	612-906153	\$39.03	
Sewer - Hose Clamps	612-907269	\$16.22	
Shop - Washer Fluid	612-907228	\$19.99	
WTP - Filters	612-907156	\$38.40	
Trans - Connector	612-904665	\$14.10	
Water - Antifreeze	612-907163	\$119.95	
Street Clean - Plug & Pins	612-907524	\$33.20	
Parks - Oil Compressor	612-907760	\$142.14	
Arena - Pump Spray Bottle	612-909307	\$44.96	
Trans - Flatdeck Trailer Parts	612-909339	\$7.23	
Shop - Brake Kleen	612-908411	\$74.84	
Shop - Disposable	612-908501	\$66.16	
Trans - Coupling Unit	2024.10.29	\$11.13	
Trans - Air Filter	2024.10.28	\$82.44	
Water - Mud Flaps	2024.10.24	\$71.32	
WTP - Oil Filter	612-908083	\$8.82	
Water - Front Brake Pads	612-905597	\$258.35	
WTP - Coolant Filters	612-909163	\$117.09	

WTS Manufacturing & Sales Inc.	EFT0008246	2024-11-19	\$7,181.30

Invoice Description	Invoice Number	Invoice Amount	
Roads - Custom Tree Manhole	4860	\$6,720.00	
Trans - Fix Christmas Decor	4867	\$158.90	
Sewer - Fab Materials	4865	\$302.40	

Yost, Dustin	EFT0008247	2024-11-19	\$211.81

Invoice Description	Invoice Number	Invoice Amount	
SRC - CUPE Clothing Allowance	2024.11.05	\$211.81	

Total Cheques			\$661,208.29

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000837	ONL000838
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000837	2024-11-15	\$445.66

Invoice Description	Invoice Number	Invoice Amount	

Office - Pest Control	1722166	\$90.72	
WTP - Pest Control	1722141	\$198.45	
SRC - Pest Control	17722157	\$156.49	
=====			
Workers' Compensation Board -	ONL000838	2024-11-15	\$11,596.45

Invoice Description	Invoice Number	Invoice Amount	

WCB 5th Installment	27606719	\$11,596.45	

Total Cheques			\$12,042.11
			=====

MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
NOVEMBER 14, 2024

Present:

Councillors Cheryl Barros, Gord Lawlor, Wayne Smith, Scott Pfeiffer, Travis Randell and Kurt Baker, Development Officer Angela Stormoen and Planning & Operations Clerk Maddie Standage

1. Call to Order: Chairman Cheryl Barros called the meeting to order at 8:28 a.m.

2. Additions to Agenda

None.

3. Approval of Agenda

Moved by Councillor Gord Lawlor to accept the agenda as presented.

MOTION CARRIED

Unanimous

4. Confirmation of the October 18, 2024 MPC Meeting Minutes

Moved by Councillor Wayne Smith that the Minutes of the October 18, 2024 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. Business Arising

None.

6. Development Application: 3555-2024

Applicant: James Patko Contracting

Legal: Lot 6, Block 8, Plan 1177HW

Municipal: 5724 – 50A Avenue

Proposed Development: Single Family Dwelling with Attached Garage and Basement Suite

Development Officer read a report that follow:

General:

The applicant is proposing to reconstruct a single-family dwelling with attached garage and a two bedroom basement suite at 5724 – 50A Avenue. The dwelling was originally constructed in 2013 and was partially demolished/gutted in fall of

2024 due to a house fire. The applicant proposes to reconstruct the dwelling as originally built, with the addition of a basement suite.

The proposed development is located in the R2: General Residential Land Use District and as such the basement suite is considered a discretionary use.

The proposed basement suite will have a separate entrance located on the east side of the building and meets the parking requirements of 4 total stalls as per the Town of Stettler Land Use Bylaw. Further, the applicant is proposing a separate fenced yard for the basement suite located on the southeast corner of the property including landscaping.

The applicant will be required to ensure the basement suite is built to the current Alberta Building Code standards, including proper fire separation between units, hard wired fire alarms, separate heating systems, proper egress from basement windows, etc. Additionally the applicant has fulfilled the requirement of 4 off street parking stalls to accommodate 2 stalls per dwelling unit as required by the Town of Stettler's Land Use Bylaw by means of the attached garage and existing driveway apron.

Development Review:

Land Use District – R2 – Residential General

Existing Land Use – Dwelling, Single Detached

Proposed Land Use – Basement Suite – Dwelling, Single Detached Only

- Definition – means a basement developed as a dwelling unit within a Single Family Dwelling and approved by the Development Authority all dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 2060-15.

Recommendation:

That the Municipal Planning Commission approve this application subject to the following conditions:

1. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
2. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code or otherwise;
3. Compliance with the provisions of Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;

4. The proposed development (Single Family Dwelling with Attached Garage) shall be located in accordance with the approved plan; any changes to this site plan must be approved by the Town of Stettler;
5. Landscaping must be completed by the end of the first growing season following the date of approval;
6. The owner/applicant shall ensure that all water, sanitary, and storm connections are approved by the Town of Stettler's Director of Operational Services;
7. It is the owner/applicant's responsibility to ensure that lot grading and drainage are compliant with Section 51 of the Town of Stettler Land Use Bylaw #2060-15;
8. The applicant must supply four off street parking stalls to accommodate for the principal dwelling and basement suite;
9. The owner/applicant must submit any revisions of the blueprints to the Town of Stettler Development Authority for approval;
10. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
11. Applicant must provide the Town of Stettler with an Alberta Home Warranty registration number prior to issuance of a Building Permit;
12. Applicant must provide the Town of Stettler with an Alberta Energy Efficiency Report prior to issuance of a Building Permit;
13. The owner/applicant must obtain a building permit for this development. (In order to obtain a building permit all proper documentation, plans, and fees must be in place). If construction commences prior to a building permit being obtained the building permit fee shall be doubled in accordance with Town of Stettler Policy IV-1.

Alternatives:

- Approve the application with additional conditions
- Defeat the application stating reasons.

Moved by Councillor Scott Pfeiffer to approve the application as presented.

MOTION CARRIED

Unanimous

7. The meeting adjourned at 8:30 a.m. on a motion by Councillor Kurt Baker.